WebSphere Homepage Builder
Version 5.0 for Windows

User's Guide

Note:

Before using this information and the product it supports, read the information in "Notices" on page 421.

First Edition (July 2000)

This edition applies to IBM WebSphere Homepage Bulider Version 5.0 for Windows and to all subsequent releases and modifications until otherwise indicated in new editions.

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Welcome to Homepage Builder

Thank you for purchasing IBM WebSphere Homepage Builder. IBM WebSphere Homepage Builder (called *Homepage Builder* hereafter) is an application that assists you in creating Web pages. It offers access to advanced functions with a simple, easy-to-use interface.

You probably already know that you must use a special language called HTML (Hypertext Markup Language) to create Web pages. HTML tags consists of alphabetic letters and symbols. Does that mean you need to know HTML to create Web pages? The answer is "No". Even if you do not know HTML at all, Homepage Builder enables you to easily create your own Web pages. If you have used a word processor, you can use Homepage Builder right away, because the operations of this application are similar to those of a word processor.

Homepage Builder includes accessory tools and provides a variety of sample files. If you want to create Web pages quickly, you can use the sample files and templates that come with Homepage Builder. If you want to create your own original image files, you can use the accessory tools called WebArt Designer and Web Animator.

Enjoy creating dazzling Web pages with Homepage Builder!

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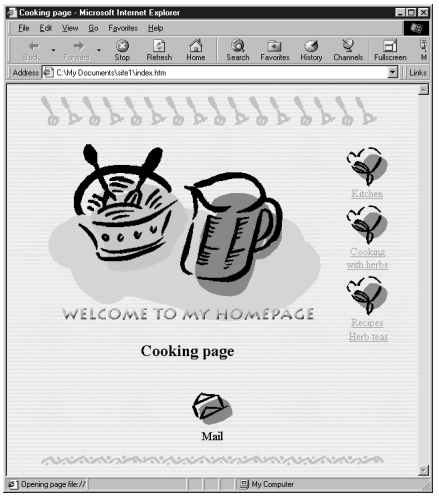
What you can do with Homepage Builder

Homepage Builder is software that enables you to create your own Web pages. With Homepage Builder, you can edit pages, create your own materials, manage sites, and upload files. Even if you are creating Web pages for the first time, you can easily create attractive pages by using the materials and templates offered by Homepage Builder.

This section introduces some examples of what you can do with Homepage Builder. For detailed instructions, see each chapter in this guide.

Editing pages

By using the materials and templates—specially selected combinations of materials—offered by Homepage Builder, you can easily create Web pages even if you do not know how to write HTML.



Related chapters

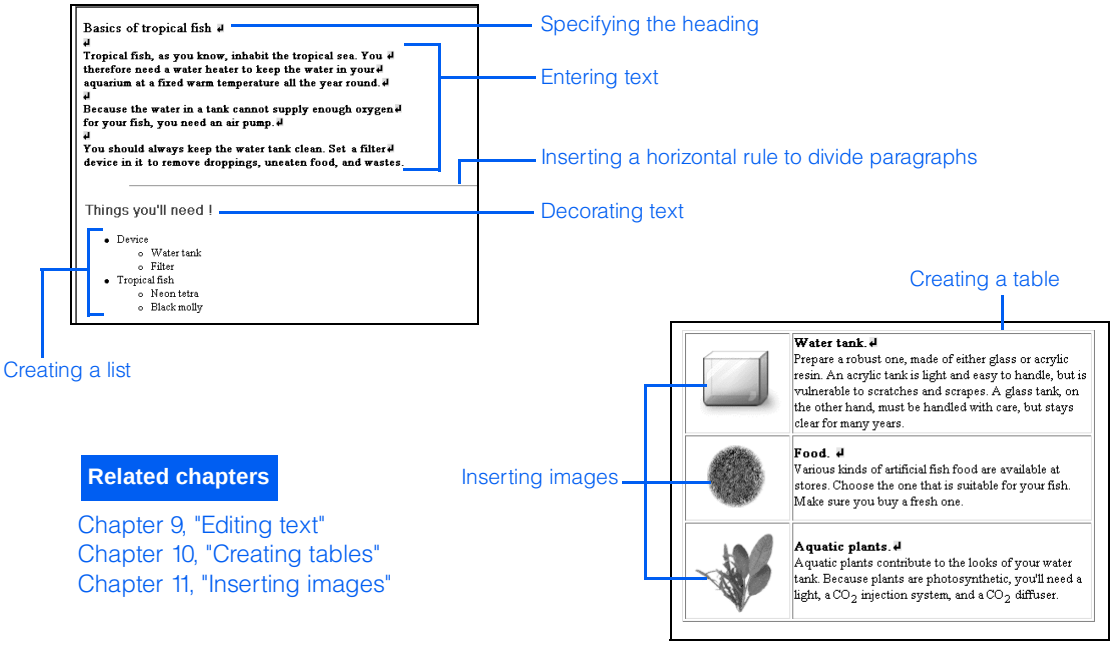
Chapter 3, "Creating Web pages"
Chapter 6, "Templates and materials"

If you do not want to use templates, you can create a Web page from scratch.

Related chapter

Chapter 8, "Pages and sites"

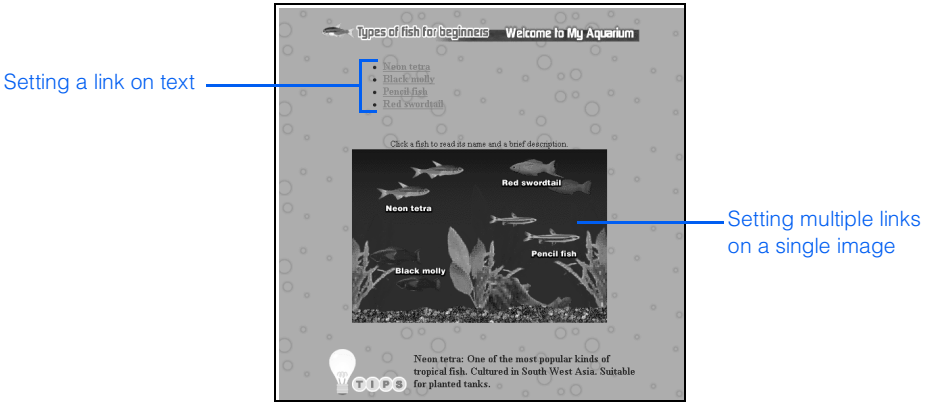
You can enter text, create tables, and insert images with Homepage Builder as if you were using a word processing editor. You can also edit images while editing pages.



Related chapters

Chapter 9, "Editing text"
Chapter 10, "Creating tables"
Chapter 11, "Inserting images"

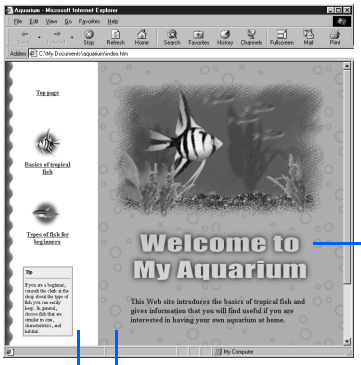
You can associate two pages with a link so that a visitor to your Web site can jump from one page to another.



Related chapter

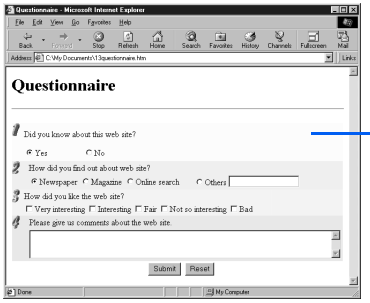
Chapter 12, "Setting links"

By using such advanced techniques as frames and forms, you can create sophisticated pages.



Creating a logo

Creating a question-naire by using a form



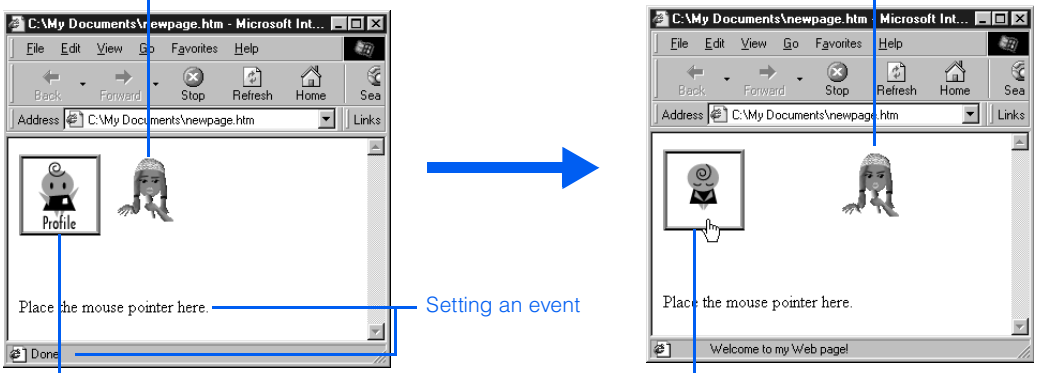
Splitting the Web browser window by using frames

Related chapter

Chapter 13, "Creating sophisticated pages"

By using such techniques as dynamic HTML, image rollover, and events, you can create pages with motion.

Using dynamic HTML



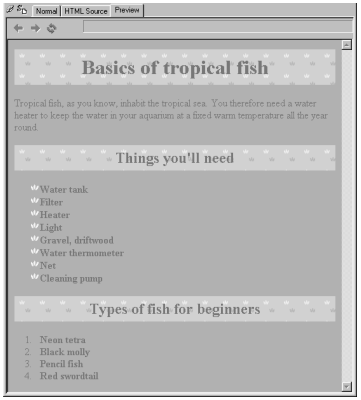
Setting an event

Creating a rollover image

Related chapter

Chapter 14, "Creating pages with motion"

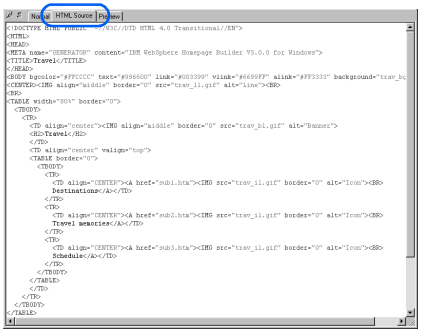
You can use style sheets to design your page.



Related chapter

Chapter 15, "Using style sheets"

You can edit the HTML source directly.

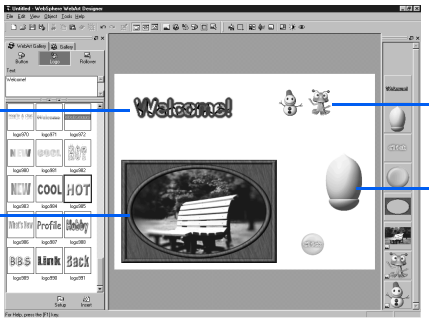


Related chapter

Chapter 19, "Other useful functions" ("Editing HTML directly")

Creating your own materials

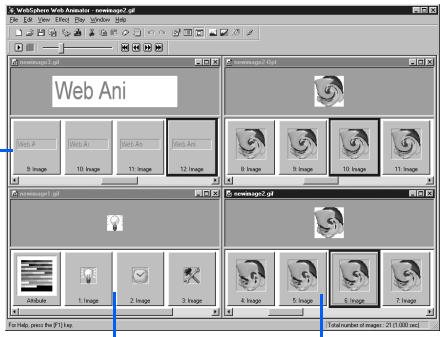
By using the accessory tool called *WebArt Designer*, you can create such images as logos, buttons, rollover images, and photo frames.



Related chapter

Chapter 17, "WebArt Designer"

By using the accessory tool called *Web Animator*, you can create an animated GIF image, which is a combination of multiple images that causes the animation effect.



Related chapter

Chapter 18, "Web Animator"

Managing sites

The ability to manage your Web pages by the site makes it easy to upload and update your files. For example:

- You can always check the link status of your site.
- If you change the name or the position of a file, all the related links are automatically updated.
- The site information is displayed on the **Site** tab. If you insert an image or set a link on your page by using the page editing area, the **Site** tab is automatically updated.
- You can upload files by the site; that is, you can upload all the files that constitute your site.

Related chapters

Chapter 2, "What are Web pages?"
Chapter 4, "Creating and uploading your site"
Chapter 8, "Pages and sites" ("Using multiple sites")
Chapter 12, "Setting links" ("Checking the link status of a site")
Chapter 16, "Uploading files" ("Site upload: Supplementary information")
Chapter 19, "Other useful functions" ("Checking errors in a site" and "Creating a site map")

Uploading files

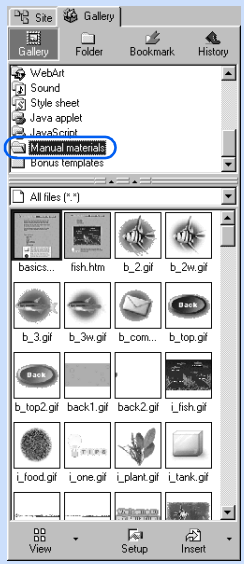
You can upload the files related to your Web pages to the server by one of the following methods:

- Uploading files by the site (site upload)
- Uploading files by the page (page upload)
- Uploading individual files (file upload)

Related chapters

Chapter 4, "Creating and uploading your site"
Chapter 16, "Uploading files"

The materials used in this guide are contained in the **sample\manual** folder under the folder where Homepage Builder has been installed. To use these materials, select **Manual materials** from the **Gallery** tab, which is displayed on the left side of the Homepage Builder main window.



How to use this guide

This guide explains how to use Homepage Builder. It has two parts: Part 1, "Learning the basics," and Part 2, "Applying Homepage Builder." Part 1 is intended for readers who can do the basic Windows operations but are new to Homepage Builder. It explains the basics of how to use Homepage Builder to create Web pages. Part 2 is intended for readers who have become acquainted with the basic operations of Homepage Builder. It summarizes the overall functions and guides you in using the individual functions offered by Homepage Builder.

How this guide is organized

This guide contains the following chapters and appendixes:

Part 1: Learning the basics

For first-time Homepage Builder users

Part 1 contains important and useful information for all users. It is recommended that all users read it.

Chapter 1 Installing and starting Homepage Builder

This chapter explains how to install Homepage Builder and start it.

Chapter 2 What are Web pages?

This chapter presents basic knowledge that novice users should have before using Homepage Builder. It explains how the Internet works, what Web pages are, and the major steps for creating Web pages. It is recommended that you read this chapter before and after doing steps in Chapter 3 and Chapter 4.

Chapter 3 Creating Web pages

This chapter explains how to create multiple Web pages by using a template. This chapter is written as a tutorial. If you follow the steps in this chapter, you will be able to understand the overall procedure for creating Web pages.

Chapter 4 Creating and uploading your site

This chapter explains how to create a site for your Web pages and upload the files in the site to the server owned by your Internet service provider. This chapter is also written as a tutorial. After following the steps in Chapter 3, continue doing the steps in this chapter.

Chapter 5 Tips on using Homepage Builder

This chapter introduces some methods that help you use Homepage Builder effectively—for example, changing the element attributes, using the right-click and drag-and-drop operations, and canceling previous operations.

Chapter 6 Templates and materials

This chapter lists the templates and materials offered by Homepage Builder and explains how to use them.

Part 2: Applying Homepage Builder

For experienced Homepage Builder users

Part 2 summarizes the overall functions provided by Homepage Builder and explains each typical function in detail. Depending on what you want to do with your Web pages, read the related chapters.

Chapter 7 Summary of Homepage Builder functions

This chapter summarizes all the functions and menus provided by the Homepage Builder main program and the accessory tools—File Transfer, WebArt Designer, and Web Animator.

Chapter 8 Pages and sites

This chapter explains how to manipulate pages and sites—for example, creating a blank page, editing multiple pages at a time, and switching to another site.

Chapter 9 Editing text

This chapter explains how to enter and arrange text, specify a heading, insert a horizontal rule, and create a list. It also explains how to import a text document created by use of another application and insert it into a page.

Chapter 10 Creating tables

This chapter explains how to create a table and change the attributes of a table or a cell.

Chapter 11 Inserting images

This chapter explains how to insert an image file into a page. After inserting the file, you can change its attributes or even edit it; for example, you can make a part of the image transparent.

Chapter 12 Setting links

This chapter explains how to set a link on the text or image on a page so that visitors to your Web site can jump to another page by clicking the text or image.

Chapter 13 Creating sophisticated pages

This chapter explains how to make your page more sophisticated by use of such techniques as frames and forms.

Chapter 14 Creating pages with motion

This chapter explains how to bring motion into your page by use of such techniques as dynamic HTML and rollover.

Chapter 15 Using style sheets

This chapter explains how to design pages by use of style sheets.

Chapter 16 Uploading files

This chapter explains how to upload Web-page-related files by the page or by the file to the server owned by your Internet service provider. To upload individual files, you can use the accessory tool called *File Transfer*.

Chapter 17 WebArt Designer

This chapter introduces how to create logos and buttons by use of the accessory tool called *WebArt Designer*.

Chapter 18 Web Animator

This chapter introduces how to create an animation from text or images by use of the accessory tool called *Web Animator*.

Chapter 19 Other useful functions

This chapter introduces some tips on using Homepage Builder—for example, how to edit HTML directly.

Chapter 20 Creating Web pages accessible to everyone

This chapter explains the things you should consider to make your Web pages accessible to persons with disabilities.

Appendix

Appendix A HTML tags supported by Homepage Builder

This appendix lists all the HTML tags supported by Homepage Builder.

Appendix B Style sheets supported by Homepage Builder

This appendix lists all the cascading style sheets (CSSs) supported by Homepage Builder.

Appendix C Image file formats supported by Homepage Builder

This appendix lists and describes the image file formats supported by the Homepage Builder main program, WebArt Designer, and Web Animator.

Appendix D Option settings

This appendix lists the options that you can set with the Homepage Builder main program, WebArt Designer, and Web Animator.

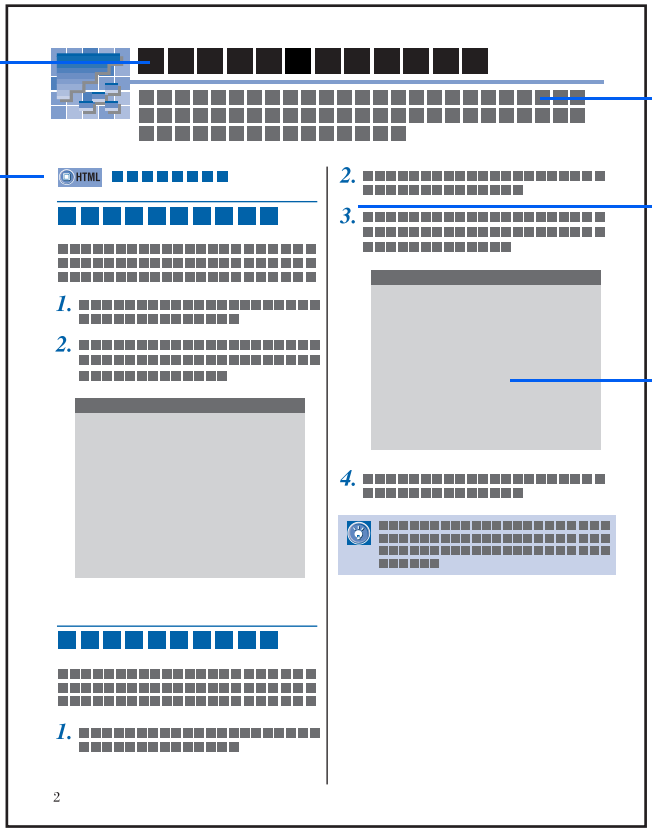
Appendix E Troubleshooting

This appendix contains answers to frequently asked questions. It also explains how to use the online help.

To find the information you want

- To learn the overall functions provided by Homepage Builder, see Chapter 7.
- If you want to do a particular task, or if you want to know what you can do with Homepage Builder, see the table of contents, "What you can do with Homepage Builder" in the preface, or the index.
- For information not included in this guide, see the online help. For instructions on how to use the online help, see Appendix E.
- Each technical term is explained where it is first used and in the glossary at the end of this guide.

Layout of this guide



Icons used in this guide	Meaning
	Definition of a technical term
	Notes
	Tips

Depending on the type of personal computer you are using, panels and their items might be different from those described in this guide.

Sample Web browser windows in this guide are based on Microsoft Internet Explorer 5.0 and Netscape Navigator 4.5 or later. Any information contained on the Internet is subject to change without notification.

Notation used in this guide

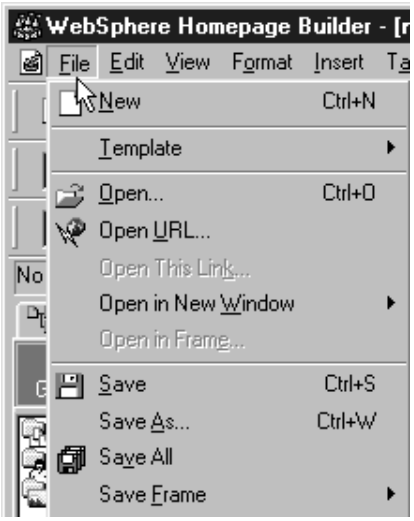
Operations using the menu bar

In this guide, an operation that uses the menu bar is explained as follows:

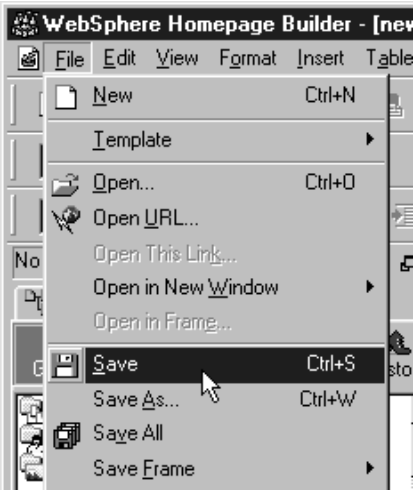
1. Click **File --> Save** on the menu bar.

This statement actually means to do two steps:

1. Click **File** on the menu bar.



2. Click **Save** on the **File** pull-down menu.



Operations using toolbar buttons

In this guide, an operation that uses a button is explained as follows:

1. Click .

This statement actually means to do two steps:

1. Place the mouse pointer on on the toolbar.

2. Click the left mouse button.

If the buttons are not displayed

If the button you want to use is not displayed, the toolbar that contains it might be hidden. To show the toolbar, click **View --> Toolbar** on the menu bar and then click the name of the target toolbar (there are several kinds of toolbars). A toolbar that has a check mark beside it is already shown in the window.

Operations using the mouse

Mouse operations are explained as follows:

Term	Meaning
Point	Place the mouse pointer on the target object.
Click	Point to the target object and press the left mouse button once.
Right-click	Point to the target object and press the right mouse button once.
Double-click	Point to the target object and rapidly press the left mouse button twice.
Drag	Move the mouse pointer while holding the left mouse button down.
Drag and drop	Drag an object and then release the mouse button at the target point.

Abbreviations

This guide uses the following abbreviations:

Abbreviation	Meaning
Windows	Microsoft Windows 95, Windows 98, Windows NT 4.0, or Windows 2000.

Part 1. Learning the basics

For first-time Homepage Builder users

This guide is composed of two parts: Part 1, "Learning the basics," and Part 2, "Applying Homepage Builder." Part 1 is for users who know the basic operations of Windows but are new to Homepage Builder. After reading Part 1, you will have the basic knowledge needed to create Web pages—for example, what Web pages are, how the Internet works, and the basic operations of Homepage Builder. Because this part contains information that is useful for all users, it is recommended that you look through the pages even if you are acquainted with a Web browser or have experience with other tools for designing Web pages.

Part 1 contains the following chapters. Chapters 3 and 4 walk you through the basic procedure for setting up a Web site, from creating sample Web pages to uploading them to the server.

Chapter 1. Installing and starting Homepage Builder 3
Chapter 2. What are Web pages? 13
Chapter 3. Creating Web pages 23
Chapter 4. Creating and uploading your site 35
Chapter 5. Tips on using Homepage Builder 45
Chapter 6. Templates and materials 55

1 Installing and starting Homepage Builder

Before you can start using Homepage Builder, you must first install the program on your computer. This chapter explains the system requirements for installing and using Homepage Builder, and describes how to install, start, and end Homepage Builder.

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System requirements

To install and run Homepage Builder, you need the following:

Operating system	Microsoft® Windows® 95, Windows 98, Windows 2000, or Windows NT® 4.0 (English version, Intel version).
Computer	A personal computer on which one of the above operating systems runs.
CPU	A Pentium® processor or later is recommended.
Memory	32 MB or more; 64 MB or more is recommended.
Hard disk	For a minimum installation, you will need 50 MB or more of free hard disk space. For a full installation, which is the standard configuration for Homepage Builder, you will need 200 MB or more. Depending on the sample files installed, you might need additional disk space.
CD-ROM drive	A CD-ROM drive is required to install the program.
Display	A monitor capable of 640 x 480 resolution (VGA) that can display 256 or more colors is required. 800 x 600 resolution, High Color, or more is recommended.
Sound board	To play sample sound files, a sound board supported by the operating system is required.

To use the **Preview** tab—a tab that enables you to check how a Web page you are currently editing looks on a Web browser—you must have Microsoft Internet Explorer 4.0 or 5.0 installed on your computer.

Installing Homepage Builder

This section explains how to install Homepage Builder on your computer.

1. Turn on your computer, and start Windows.

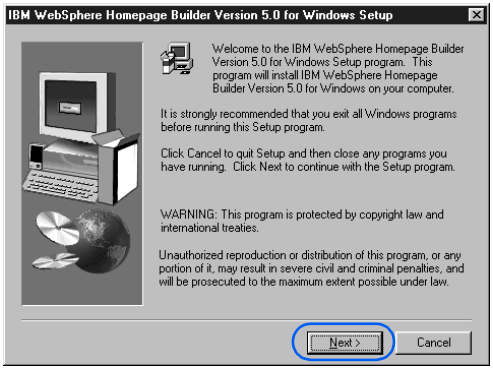
2. Insert the Homepage Builder CD into the CD-ROM drive of your computer. If AutoPlay is enabled on your computer, the installation program starts automatically, and the following window appears:

If AutoPlay is disabled on your computer, follow these instructions:

a. Double-click **My Computer** on the desktop.

b. Double-click the CD-ROM drive icon, and then the **setup.exe** file.

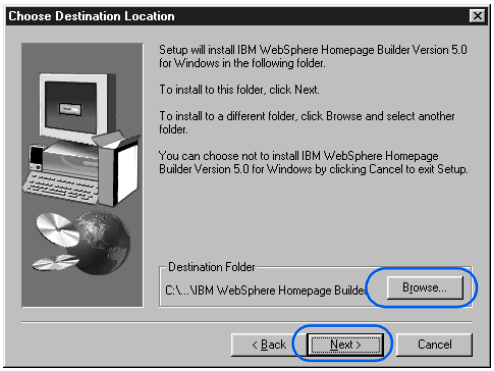
3. In the Opening window, click **Installation**. The Setup dialog appears:



4. Click the **Next** button. The License Agreement dialog appears.

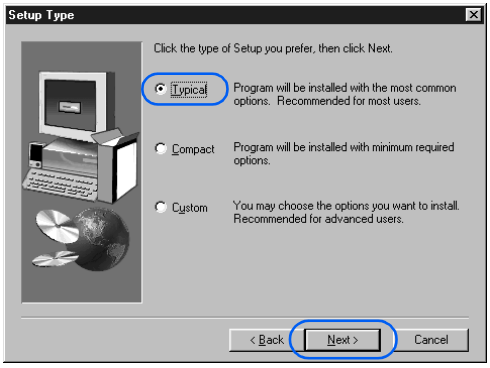
5. Read the license agreement. To scroll the page, use the scroll bar.

6. If you accept the license agreement, click the **Yes** button to proceed with installation. (If you click the **No** button, the installation is canceled.) The Choose Destination Location dialog appears:



If you are using Windows NT, log in to the system as an administrator to install Homepage Builder.

7. Verify the name of the default destination folder. If you want to use this folder, click the **Next** button. If you want to use a different folder, click the **Browse** button, specify the folder you want, and then click the **Next** button. The Setup Type dialog appears:

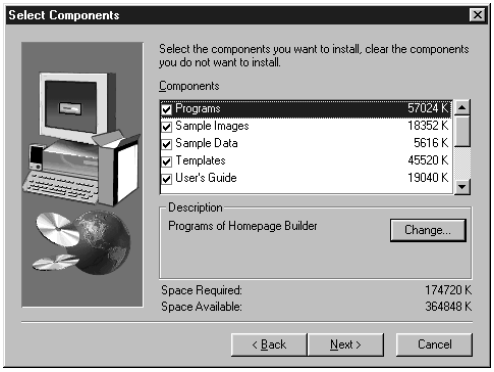


8. The installation program provides you with three installation options: **Typical**, **Compact**, and **Custom**. Select one of them, and click the **Next** button.

If you want to install all of the modules, including the online manual and tutorial, select **Typical**.

If you select **Typical** or **Compact**, the Start Copying Files dialog appears. Skip to Step *11*.

9. If you select **Custom**, the Select Components dialog appears:



10. Select the components you want to install, and click the **Next** button. The Start Copying Files dialog appears.

11. Verify the settings of your current installation. Click the **Next** button to copy Homepage Builder files into your hard disk.

12. After all files are copied, the Product Registration dialog appears. Follow the instructions described in the dialog to register your software.

After product registration, the Setup Complete dialog appears.

13. Click the **Finish** button.

14. Verify that the Homepage Builder program group appears in the **Programs** group under the Windows **Start** menu.

15. Click **Exit** to close the Opening window.

On the Setup Type dialog, you can select **Typical**, **Compact**, or **Custom**. Use the following table to determine which setup type you want:

Setup type	Description
Typical	This is the recommended setup type. You will need 140 MB or more of free hard disk space to install all components. For some systems, you might need more than 240 MB.
Compact	Minimum configuration. Only the programs are installed. 50 MB or more disk space is required.
Custom	You can select which components you want to install. • Programs (50MB or more) • Sample images (Gallery: 10MB or more) • Sample data (Gallery: 2MB or more) • Templates (30MB or more) • Online manual in PDF format (20MB or more) • Tutorial (30MB or more)

If you select **Compact**, templates and sample data are not installed.

To add components later

To add components after installation, run the installation program again, select **Custom** setup type, and select the components you want to add.

To uninstall the program

To uninstall Homepage Builder, do the following:

1. On the Windows **Start** menu, click **Settings --> Control Panel**.
2. In the **Control Panel** folder, double-click **Add/Remove Programs**.
3. If your system is Windows 95, Windows 98, or Windows NT, select **IBM WebSphere Homepage Builder V5.0** on the **Install/Uninstall** tab, and then click the **Add/Remove** button. A confirmation message appears.

   If your system is Windows 2000, click the **Change or Remove Program** button, select **IBM WebSphere Homepage Builder V5.0**, and then click the **Change/Remove** button.
4. Click the **Yes** button.

How to migrate settings from TopPage

If you have ever installed TopPage on your computer, the Migration of Settings dialog appears when you start Homepage Builder:

If you select check boxes for the items you want to migrate and then click the **OK** button, the selected items are migrated to Homepage Builder. (If a server profile, or file upload settings, with the same name already exists, the profile of a newer version becomes effective.)

To remove the old data—created with TopPage—that may still be on your PC, select the **Delete the following folders** check box and click the **OK** button.

If you select the check box for **Do not show this dialog again** and then click the **OK** button, the Migration of Settings dialog does not appear at the next startup. To display this dialog again, run the bin\hpbmig.exe file in the folder where Homepage Builder has been installed.

To see the version information for Homepage Builder, start Homepage Builder, and click **Help --> About WebSphere Homepage Builder** on the menu bar.

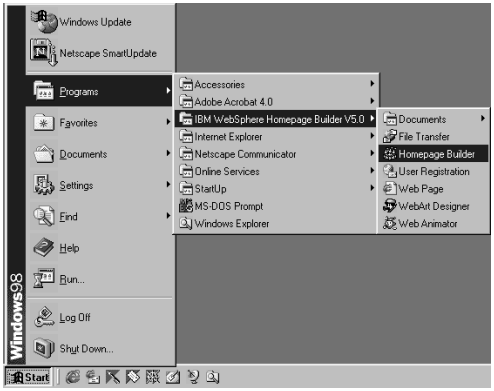
Starting and ending Homepage Builder

When installation is complete, the **Homepage Builder** startup menu is added to the **Programs** menu in the Windows **Start** menu.

Starting Homepage Builder

1. Click the **Start** button in the Windows taskbar.

2. In the **Programs** menu, click **IBM WebSphere Homepage Builder V5.0** to display the **Homepage Builder** submenu.



3. Click **Homepage Builder** to display the Homepage Builder main window and the Welcome to WebSphere Homepage Builder dialog.

Viewing the online tutorial

It is recommended that you view the online tutorial when you first start Homepage Builder. The online tutorial introduces Homepage Builder functions, and guides you through the steps for using those functions. If you selected the **Compact** setup type during installation, or if you selected **Custom** and did not select **Tutorial**, you cannot view the online tutorial.

1. In the Welcome to WebSphere Homepage Builder dialog, click the **Start Tutorial** button. The online tutorial appears.

2. Follow the instructions on the tutorial panel.

Using the Welcome to WebSphere Homepage Builder dialog

When you start Homepage Builder, the Welcome to WebSphere Homepage Builder dialog (called the Welcome dialog hereafter) appears. This dialog enables you to start the task you want to do.

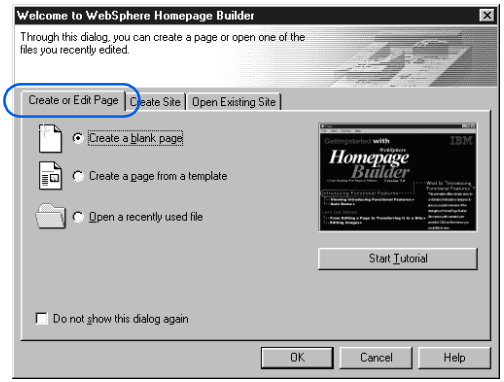
The Welcome dialog contains three tabs. By clicking a tab, you can switch the contents of the dialog.

- **Create or Edit Page** tab: This tab contains the following items:

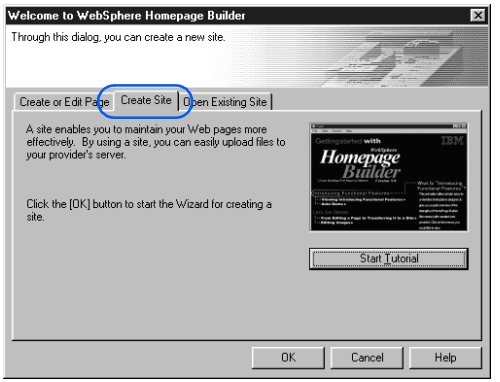
  Create a blank page: Creates a blank page.

  Create a page from a template: Creates a page by using a template provided by Homepage Builder. (For details, see Chapter 3.)

  Open a recently used file: Opens a page you have recently edited.

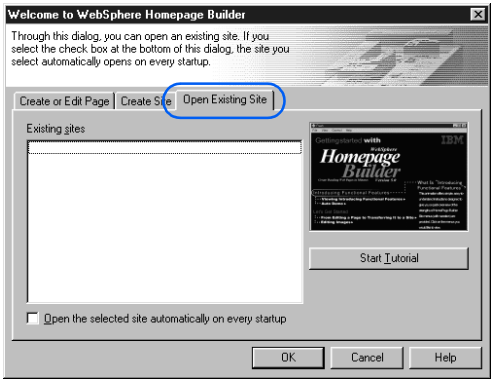


- **Create Site** tab: If you click this tab, the following dialog appears:



If you click the **OK** button in this dialog, a wizard that guides you through creating a new site appears. (For instructions on how to create a site, see Chapter 4.)

- **Open Existing Site** tab: If you click this tab, a list of sites appears. To open a site you have created, select it from the list.



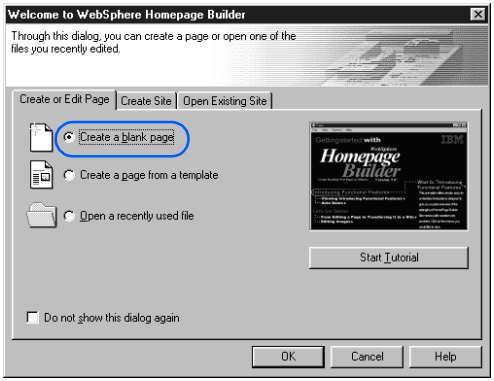
If you want the site you selected on this tab to be opened automatically every time you start Homepage Builder, select the **Open the selected site automatically on every startup** check box.

- While the Welcome dialog is displayed, you cannot do any operation in the main window. If you want to close the Welcome dialog, click the **Cancel** button.
- If you do not want to display the Welcome dialog every time you start Homepage Builder, select the **Do not show this dialog again** check box on the **Create or Edit Page** tab.

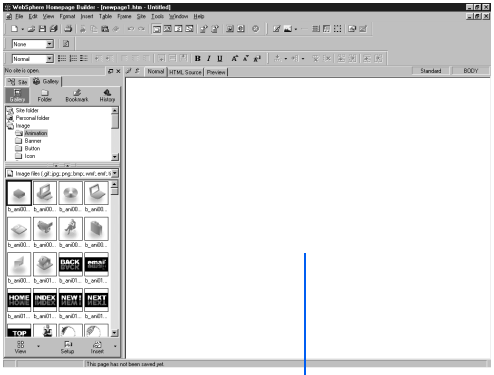
To use the Welcome dialog, do the following:

1. Click an appropriate tab.

2. Select the task you want to do. For example, select **Create a blank page**.



3. Click the **OK** button. An action related to the selected task item is taken, or a dialog for proceeding with the selected item appears. For example, if you selected **Create a blank page**, a new blank page as follows is created and displayed:



If the Welcome dialog is not displayed

To display the Welcome dialog, first close any open sites, and then click **File --> Open Opening Dialog** on the menu bar.

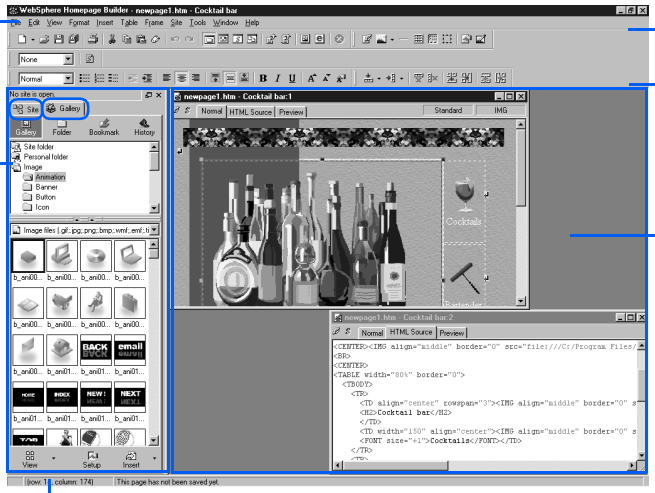
To display the Welcome dialog every time you start Homepage Builder, click **Tools --> Options** on the menu bar, clear the **Open the previous site at startup** check box on the **General** tab, and then select the **Display the opening dialog at startup** check box.

Homepage Builder main window

If you click the **Cancel** button in the Welcome dialog, the Homepage Builder main window appears. The main window consists of the Site/Gallery View on the left side and the page editing area on the right side.

Menu bar
You can access all the functions of Homepage Builder from the menu bar.

Site/Gallery View
The **Site** tab enables you to manage the link status and the file status of your site. The **Gallery** tab enables you to select and insert materials on your Web page opened on the right side of the window.



Toolbar
You can access frequently used functions from the buttons on the toolbar.

Page editing area
You can use this area to open and edit your Web pages.

Status bar
The status bar displays useful information, which changes depending on the status of the main window.

Ending Homepage Builder

To end Homepage Builder, click **File --> Exit** on the menu bar, or click at the top-right corner of the main window.

What are Web pages?

2

This chapter presents basic knowledge that novice users should have before using Homepage Builder. It explains how the Internet works, what Web pages are, and the major steps for creating Web pages. If you are a novice user, you may find the concepts of the Internet and Web pages a bit difficult to understand, but once you understand them, you will find that creating Web pages becomes much easier. It is recommended that you read this chapter before and after you try out Homepage Builder.

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What are Web pages? 16

General flow for creating Web pages 21

How the Internet works

The Internet is a worldwide collection of networks connecting enormous numbers of computers so that they can communicate with one another. You can use the Internet for various purposes, such as exchanging e-mail (text messages and computer files), viewing Web pages, and presenting your own Web pages. Homepage Builder assists you in creating your own Web pages and presenting them on the Internet. This section explains how the Internet works with respect to Web pages.

Viewing Web pages on a Web browser

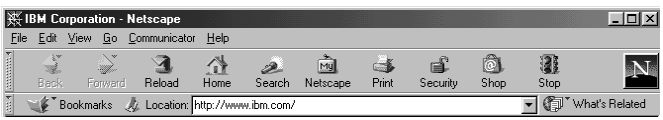
A Web browser is an application that enables you to view Web pages on the Internet. A Web page usually contains links to other Web pages. If you click text or image containing a link, you can view another Web page.

Microsoft's Internet Explorer and Netscape's Netscape Navigator are the best known Web browsers. If both Homepage Builder and Internet Explorer Version 4.0 or 5.0 have been installed on your computer, Homepage Builder enables you to use the **Preview** tab, which simulates how the page you are editing looks and behaves on the Internet without starting a Web browser.

URL: The address of a Web page

When you view a Web page, you must first enter the address for the Web page—a text string that consists of alphabetical characters, such as "http://www.ibm.com/". This Internet address is called the *Uniform Resource Locator (URL)*, and it is used by Web browsers to identify and locate Internet resources. If you are using Internet Explorer, type a URL in the **Address** field; if you are using Netscape Navigator, type a URL in the **Location** field.

A URL typed in the **Address** field (Internet Explorer)



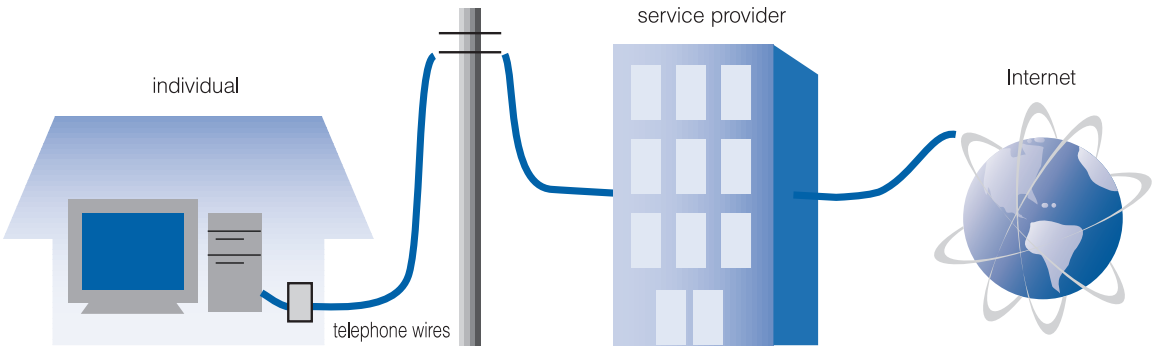
A URL typed in the **Location** field (Netscape Navigator)

Let's take a look at how a URL serves as an Internet address by taking http://www.ibm.com/software/webservers/hpbuilder/ as an example. A URL specifies the protocol to be used in accessing a Web page (http), the name of the server on which the Web page resides (www.ibm.com), the path to the Web page (/software/webservers/hpbuilder/), and, optionally, the file name. Because each URL is unique, you can access the target URL from anywhere in the world.

The role of the Internet service provider

Before the Internet had spread widely, organizations such as companies and schools established their own communication networks for information processing—to distribute documents, to get access to databases, and to train students. The Internet extends this concept. It connects individual networks to establish a "network of networks," which encompasses a worldwide range of communication networks.

To get access to the Internet, individual users generally use a service provided by an Internet service provider—a business that supplies Internet connectivity services to individuals, businesses, and other organizations. After you make a contract with a provider, your personal computer can get access to the Internet by making a phone call, or "dialing up," to one of the access points specified by the provider. Once your computer obtains a dial-up access, you can view Web pages on a Web browser, exchange e-mail, or transfer Web pages you have created from your computer to the server.



The role of the server

Most providers offer you the option of having your own Web site. This service enables you to use a certain amount of the hard disk space on a server computer owned by the provider. The provider assigns a URL for each space. By preparing your Web pages on the server, you can make your Web site accessible to others; by entering the specified URL for your Web site, they can visit your site and read your Web pages.

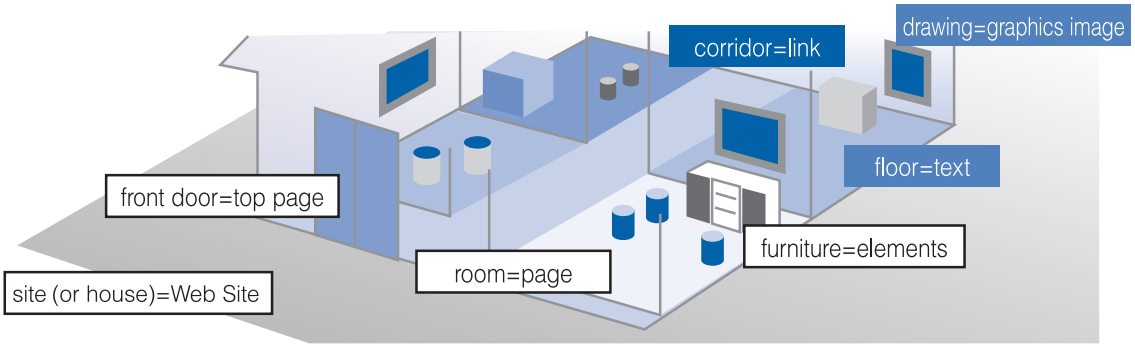
To prepare your Web pages on a server, you must connect to the server and upload all the necessary files. Homepage Builder maintains the information you need for the server access (for example, the server name, the user ID, the password, and the destination folder) as *file upload settings*. Once you specify all the necessary information, you can easily send files every time you update them by using the registered setting.

What are Web pages?

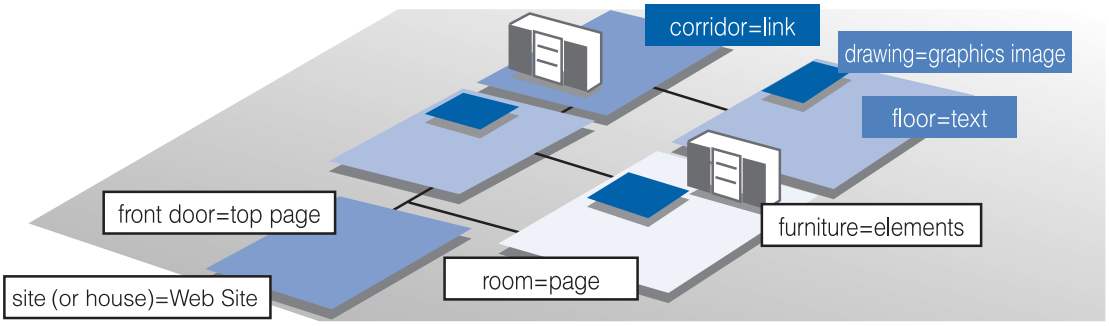
Homepage Builder not only enables you to create Web pages but also enables you to manage a collection of related Web pages as a *site*. This section explains the concept of a *page* and a *site*—two essential keywords for understanding Homepage Builder.

Understanding the structure of Web pages

Let us give you a simple metaphor. A house stands in a site. If you enter the front door (*top page*), you can see several rooms (*pages*). Each room is connected to the adjacent room by corridors (*link*). The interior of each room contains some furniture (*elements*). Some elements, such as the floor (*text*), are attached to the room, whereas other elements, such as the pictures on the walls (*graphic files*), can be taken out of a room to decorate another room.



The term *Web page* generally means both the Web site and the Web page. A Web site, which is compared to a house in the above example, contains several pages, including the top page. Each page is associated with a file. A page generally contains text and several images. Text is included in a page, but graphics are prepared as separate files. A single graphic file can be referred to from several pages. These pages are connected with each other by a mechanism called *links*.



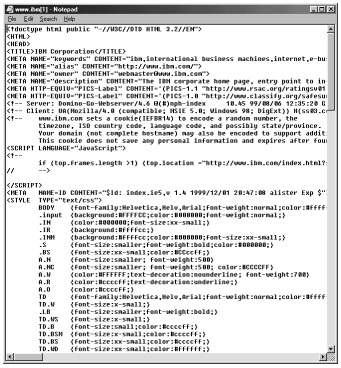
A Web page is an HTML file

"To create a Web page" is actually "to prepare a file written in HTML." A Web page consists of a Hypertext Markup Language (HTML) file—having the file extension of .htm or .html—with associated files for graphics and other materials. Files with either extension, .htm or .html, are both treated as HTML files, but some providers allow only one of them. Before you start creating Web pages, be sure to check with the provider to find out which file extension is recommended.

By default, the files created by Homepage Builder have the extension .htm. For instructions on how to change them to .html, see page 28. This guide assumes that .htm is being used.

Because an HTML file is a plain text file, you can open and edit it with a text editor. If your Web browser is Netscape Navigator, select **Page source** (or **Document source**) from the **View** menu. If your Web browser is Internet Explorer, select **Source** from the **View** menu. The source of the HTML file, written in HTML code, appears in a text editor window.

An HTML file viewed on a Web browser



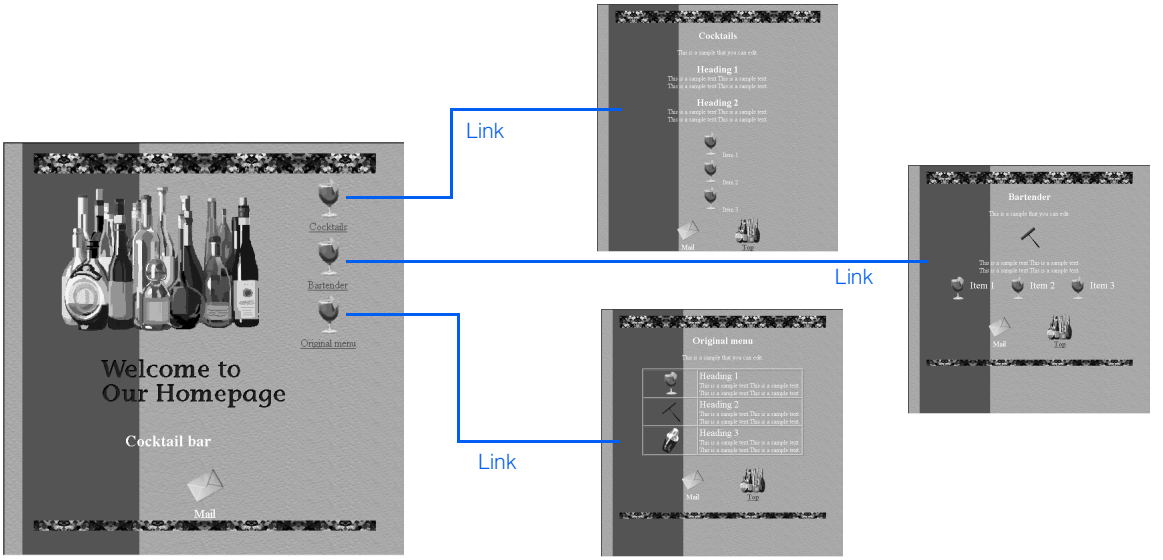
The same HTML file viewed on a text editor

In the source, any text enclosed with brackets < > is the HTML code (for example, <!DOCTYPE HTML…>, <HTML>, <HEAD>). Every Web page on the Internet is written in HTML, a computer language that consists of many tags and attributes. Does this mean that you must know HTML to create your Web pages? The answer is NO. You can create Web pages or a Web site easily with Homepage Builder in the same way as you create documents with a word processor, without knowing any HTML. HTML tags need not concern you, because the required tags are automatically embedded into the document.

The top page: The entry page for your Web site

A top page, also called a *start page*, is the entry point for your Web pages and often serves as an index. For this reason, this page is typically named "index.htm." Some providers require that you assign a predefined file name to your top page, so be sure to check with your provider about what name to use.

There is a mechanism called a *link* that enables you to jump from a page to another. By using the link function, you can jump to another page just by clicking text or a graphics image where a link has been set.



Files referred to from an HTML file

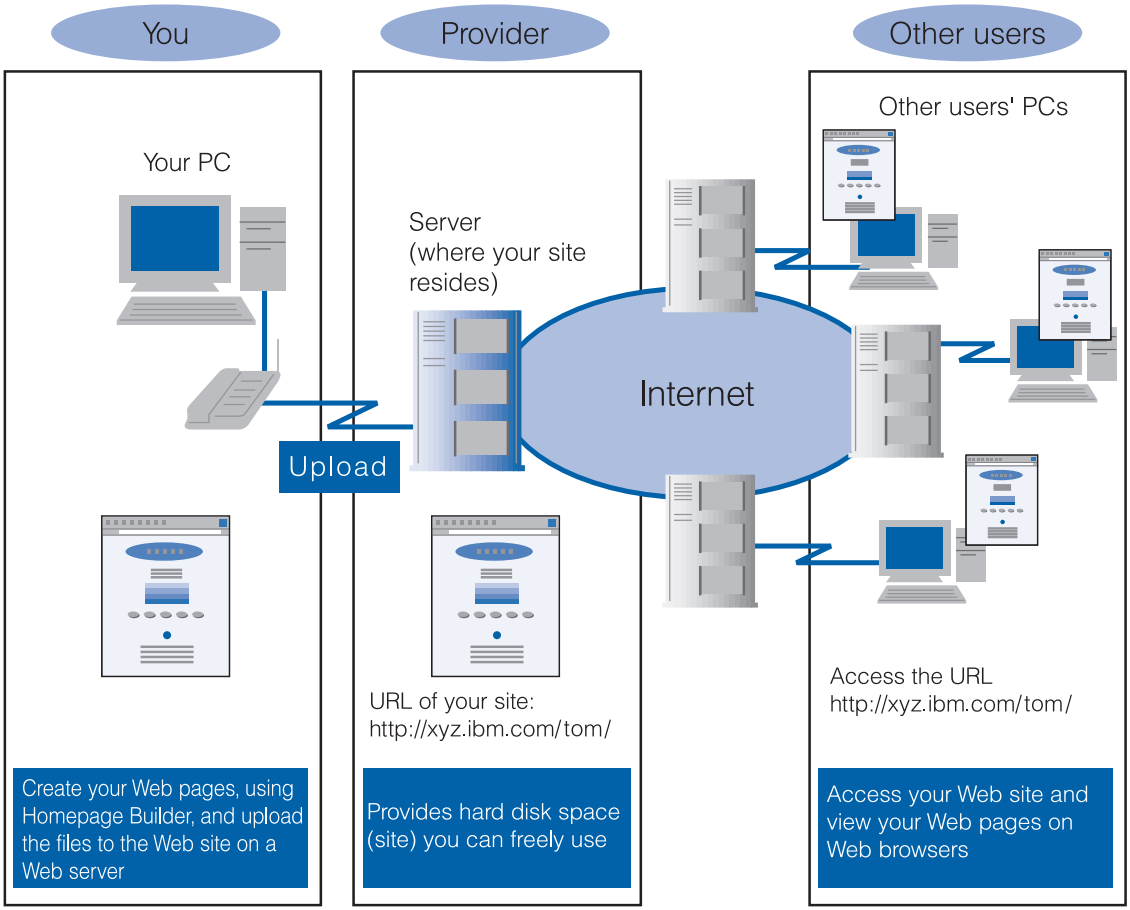
You can insert many materials, such as graphics and sounds, into a Web page. Each material is a separate file, associated with the page. If you insert many materials, your Web page consists of many files, which consequently increases the time it takes for a user to open the page for browsing.

A single HTML file can be associated with several materials

Understanding Web sites

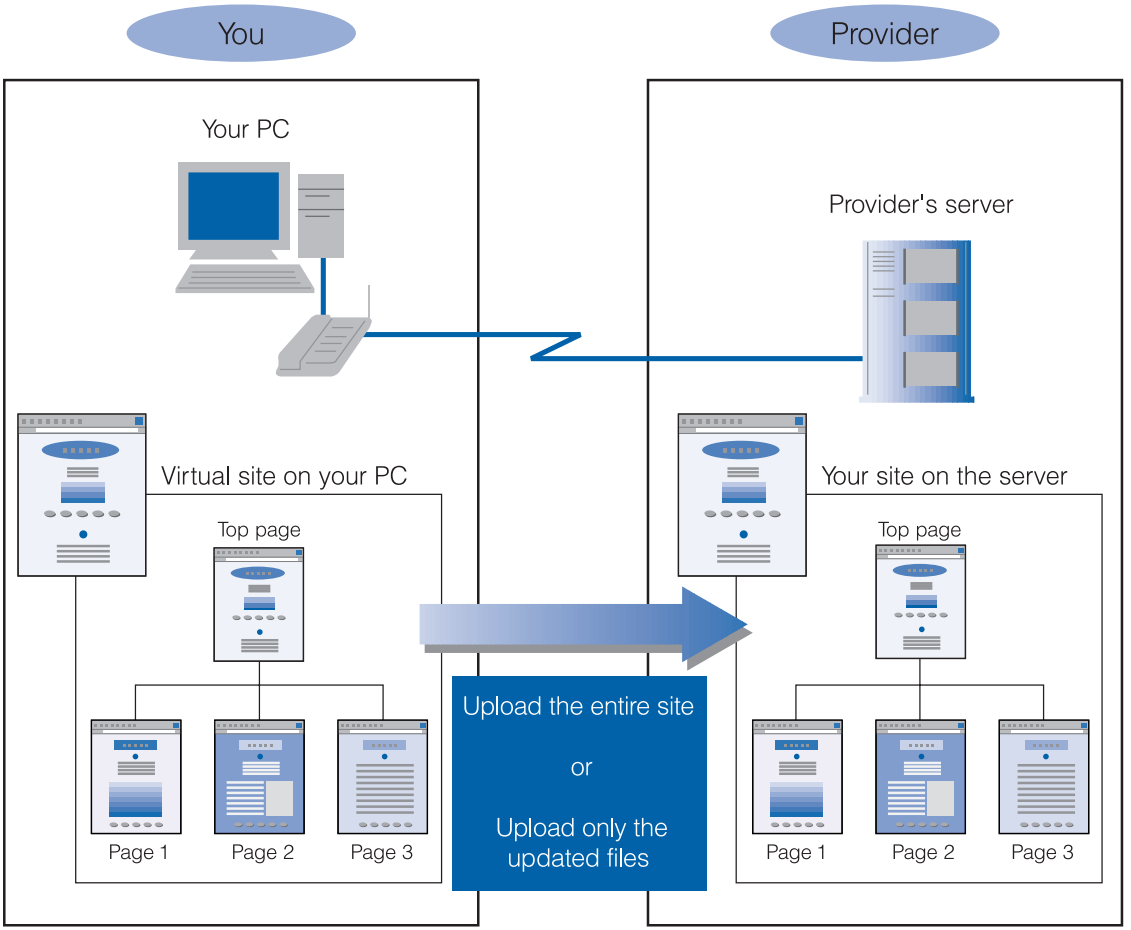
A *Web site* is the location where all the HTML files, graphic files, and other files related to your Web pages are stored. For example, the Web site for IBM is http://www.ibm.com/. A Web site is actually a folder (or a directory) on a Web server.

A server can have many folders. The provider supplies one of them (for example, http://xyz.ibm.com/tom/) for use as your Web site. You can upload all the files related to your Web pages into your Web site. Other people can then access your site through the Internet.



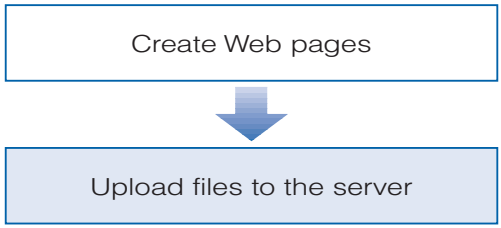
To store your Web pages on your provider's server, you must first connect to the Internet and upload the related files. Because the number of files that make up a Web site is usually large, it is difficult for you to determine which files to upload; and after you determine them, it takes much time to send files one by one.

Homepage Builder makes all this much easier. The site management function of Homepage Builder enables you to create a virtual site in your personal computer and manages all the files by the site. All you have to do is to create a folder dedicated to a site, save all the related files in it, and register the site information (the location of the top page and the server information) with Homepage Builder. The advantage of a virtual site is that your computer and the provider's server have exactly the same set of files for each site. Once you create a virtual site in your computer, Homepage Builder manages file updates for you. When you upload files, Homepage Builder determines which files have been updated since the last upload, and sends only the updated files.

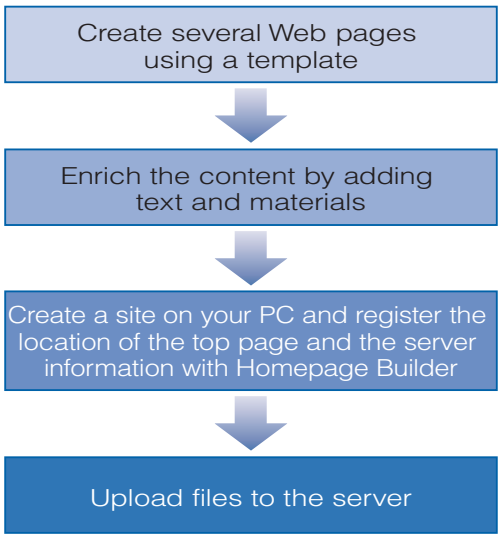


General flow for creating Web pages

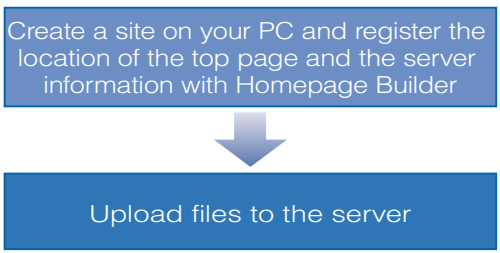
You can create your Web pages in your own way—you can write HTML tags, imitate another user's Web pages, or use an application such as Homepage Builder. Whichever method you choose, your goal is to upload your pages onto the Web server and enable anyone to access your Web site through the Internet (or Intranet). Therefore, anyone who creates Web pages follows the steps shown on the right:



Homepage Builder offers a rich set of functions that assist you in creating your original Web pages. If you are going to create your Web pages for the first time, however, you might wonder which Homepage Builder functions could best help you. Chapter 3 in this guide introduces a simple way of creating Web pages. Chapter 4 explains how to create a (virtual) site and upload the entire site. If you do the same operations explained in Chapters 3 and 4, you are following the steps shown on the right:



If you have already created your Web pages, read Chapter 4 to learn how to create a virtual site on your PC and upload the files. If you do the operations explained in Chapter 4, you are following the steps shown on the right:

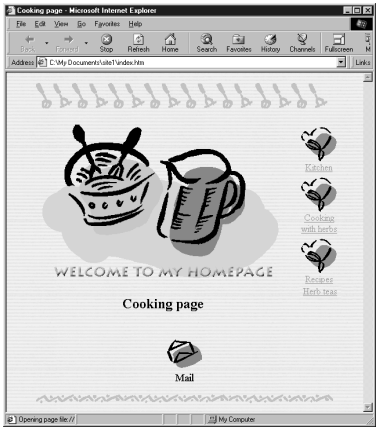


Creating Web pages 3

This chapter introduces the easiest way to create your Web pages. If you are a novice user of Homepage Builder, try the steps described in this chapter. As you go through them, you will become acquainted with the basic operations of Homepage Builder.

- You can use templates and materials only if you have installed Templates, Sample Images, and Sample Data. However, depending on the installation option, not all templates and images may be installed on your PC.
- For instructions on how to use templates and materials, see Chapter 6.

To understand the basic flow of page creation, read the following sections in order:



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★★★ Editing pages 29
★★★ Previewing your pages without starting a Web browser 33

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

Creating a framework of Web pages by using a template

Creating a framework of Web pages by using a template

Editing pages

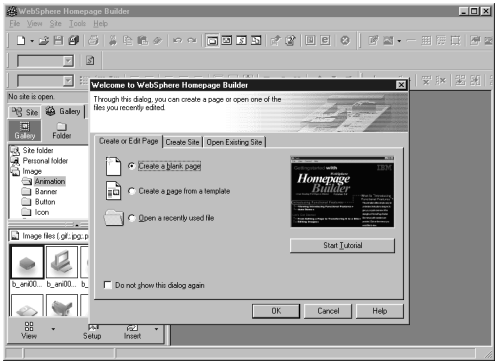
Previewing your pages without starting a Web browser

A template consists of an optimum combination of materials, which offers the easiest way for you to create a framework of your Web pages. This section explains how to start Homepage Builder and then use a template to create Web pages.

Starting Homepage Builder

To start Homepage Builder, do the following:

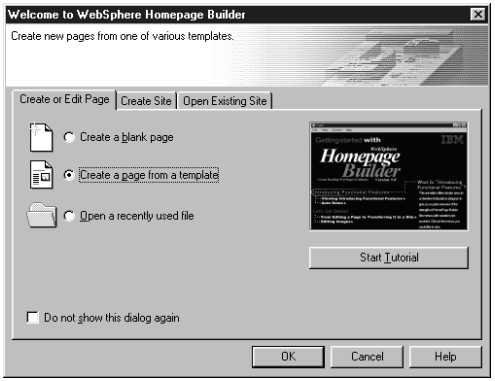
1. Click **Start --> Programs --> IBM WebSphere Homepage Builder V5.0 --> Homepage Builder** in the Windows taskbar. Homepage Builder starts, and the Welcome dialog appears.



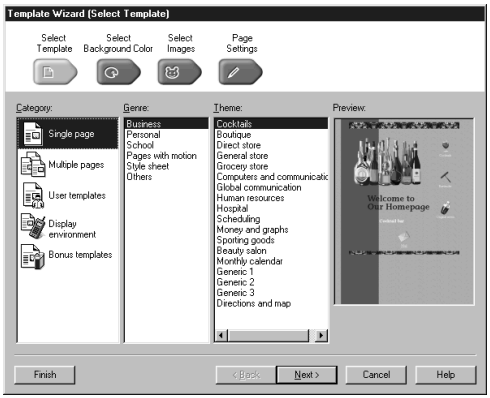
Using a template to create multiple pages

Homepage Builder provides templates for creating multiple pages and templates for creating a single page. This section describes how to use a template for creating multiple pages.

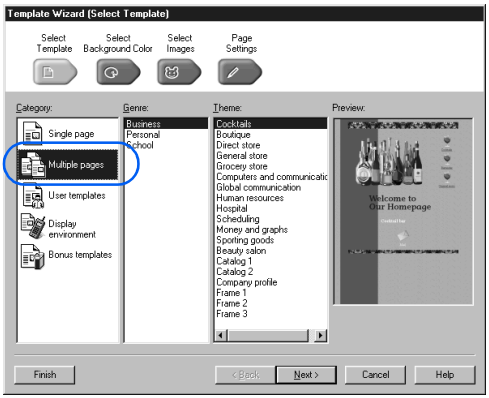
1. On the **Create or Edit Page** tab of the Welcome dialog, select **Create a page from a template**, and then click the **OK** button.



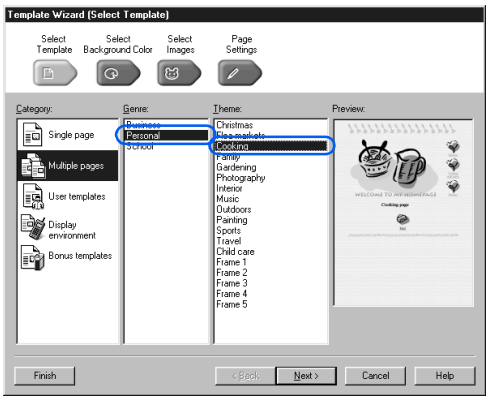
The Template Wizard (Select Template) dialog appears:



2. From **Category**, select **Multiple pages**:



3. From **Genre**, select **Personal**. Then, from **Theme**, select **Cooking**. A template named Cooking is selected.

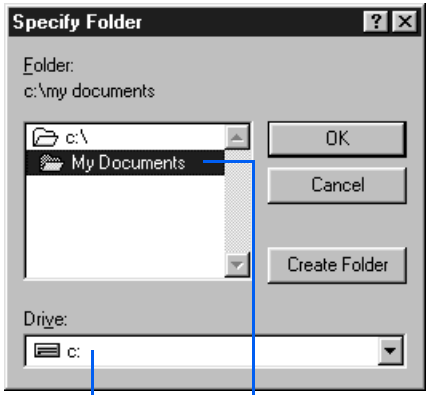


On the right side of the dialog, a preview of the template is displayed.

4. Click the **Finish** button. The Specify Folder dialog appears:

This dialog enables you to specify the destination folder for saving the files related to the template you selected.

5. Select a drive from **Drive**, and then double-click a folder in the **Folder** list.



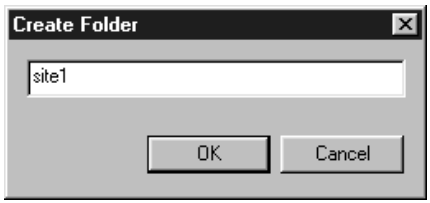
1. Select a drive.

2. Select a folder by double-clicking it.

To select a folder, be sure to double-click it. You cannot select it with a single click.

6. Click the **Create Folder** button. The Create Folder dialog appears:

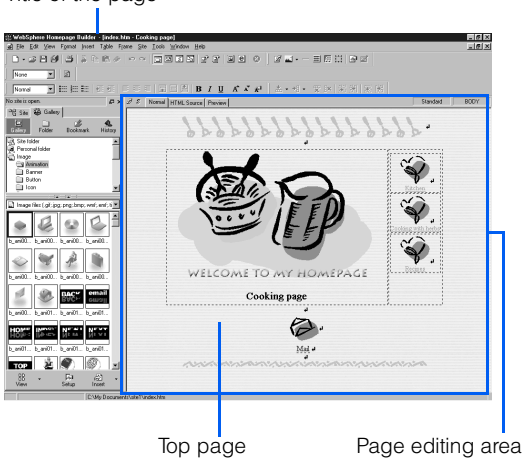
7. Type a new folder name, such as `site1`.



8. Click the **OK** button. In the selected folder, a new folder named "site1" is created.

9. Click the **OK** button. A top page titled "Cooking page" opens in the page editing area.

Title of the page

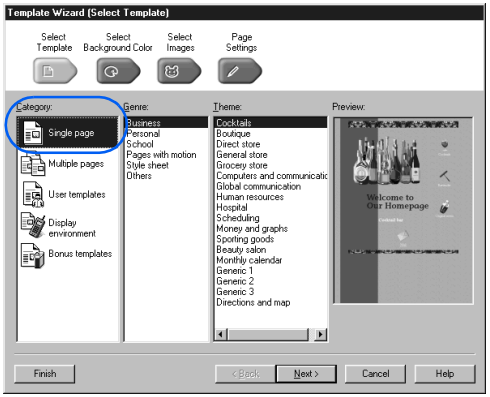


- This template consists of a top page (the entry page for the entire Web pages) and three subpages. Only the top page opens in the page editing area.
- The top page is automatically named "index.htm." If you have changed the file extension, it is named "index.html." To change the file extension, see page 28.
- The title and the file name of the page being edited appear on the title bar.
- As soon as the top page opens, all the files related to this template—four HTML files and all the image files associated with them—are saved in the folder you selected.

Using a template to create a single page

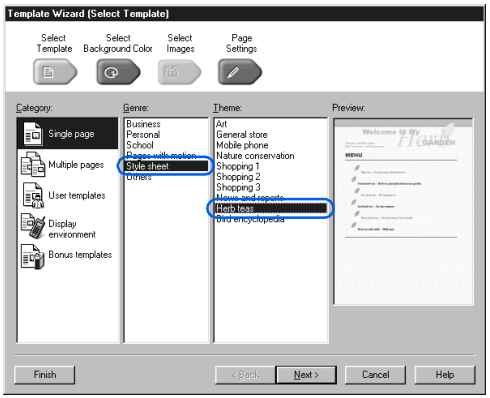
This section explains how to create a single page by using a single-page template and save it in the folder where you saved multiple pages in the preceding section.

1. Click **File --> Template --> New Page from Template** on the menu bar. The Template Wizard (Select Template) dialog appears:

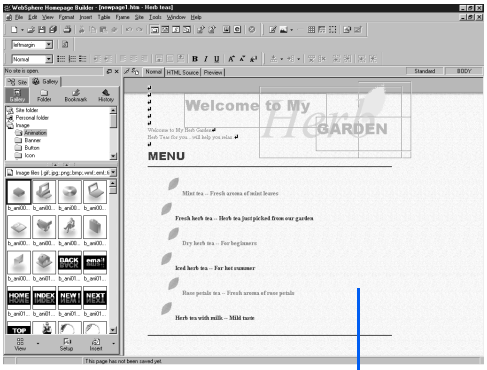


2. Confirm that **Single page** is selected in the **Category** field.

3. From **Genre**, select **Style sheet**. Then, from **Theme**, select **Herb teas**. A template named "Herb teas" is selected.

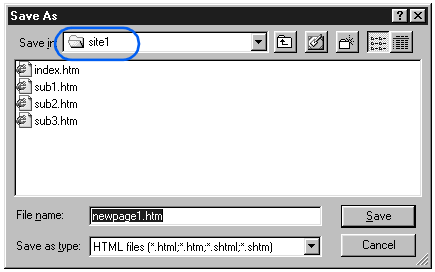


4. Click the **Finish** button. A page titled "Herb teas" opens in the page editing area. This page has not been saved.



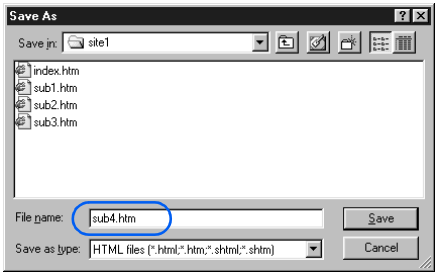
The page opens.

5. Click **File --> Save As** on the menu bar. The Save As dialog appears. The folder that contains the pages you have created in the preceding section is selected as the default destination.

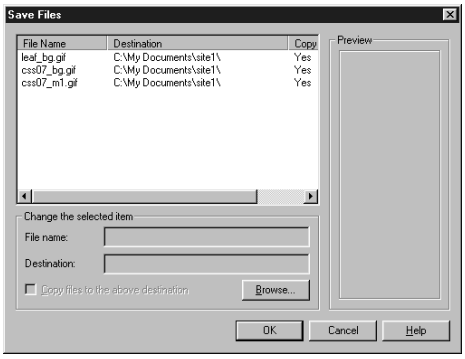


Unlike the pages created from a multiple-page template, a page created from a single-page template is not saved unless you save it explicitly.

6. In the **File name** field, replace the temporary file name with "sub4.htm."



7. Click the **Save** button. The Save Files dialog appears:



This dialog lists all the files associated with the page you just created from a template. The dialog enables you to specify the location and the file name of each file to be saved. The default location is the place where the page (HTML file) is saved.

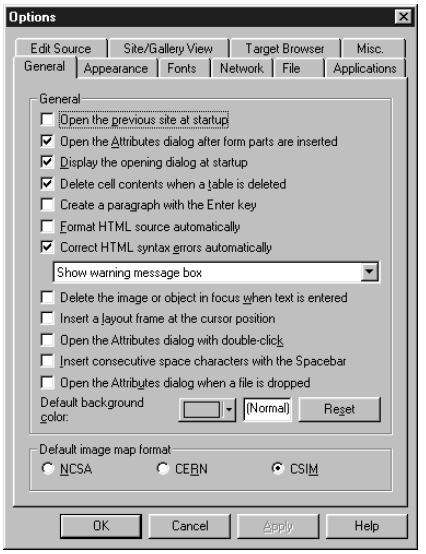
8. Click the **OK** button.

Changing the file extension of HTML files

The extension for an HTML file is either "htm" or "html." The operating system called UNIX, which is widely used among Web servers, typically uses "html." Some providers, however, recommend that you use "htm."

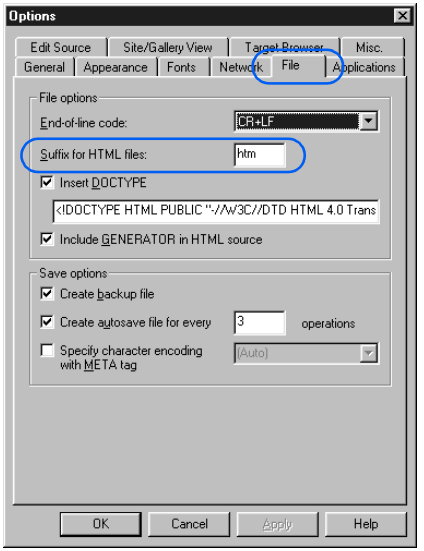
All the pages created by Homepage Builder initially have the file extension of "htm." To change the file extension to "html," do the following:

1. Click **Tools --> Options** on the menu bar. The Options dialog appears:



The Options dialog enables you to specify various settings related to Homepage Builder.

2. Click the **File** tab.



3. Confirm that the **Suffix for HTML files** field is set to "htm." Change this to "html."

4. Click the **OK** button. All the pages you create hereafter have the file extension "html."

Editing pages

Creating a framework of Web pages by using a template

Editing pages

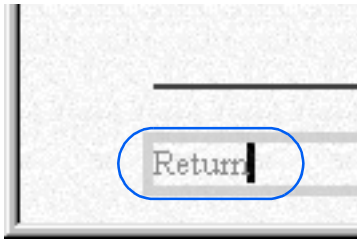
Previewing your pages without starting a Web browser

Homepage Builder provides a rich set of text-editing functions. This section briefly explains some typical editing operations. For details, see Chapters 8 through 15.

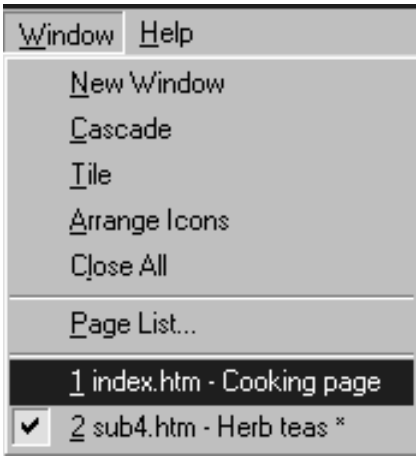
Entering text

In the preceding sections, you have created a total of five pages. Two of those pages, sub4.htm and index.htm, are open in your page editing area. This section explains how to enter text in each of these pages.

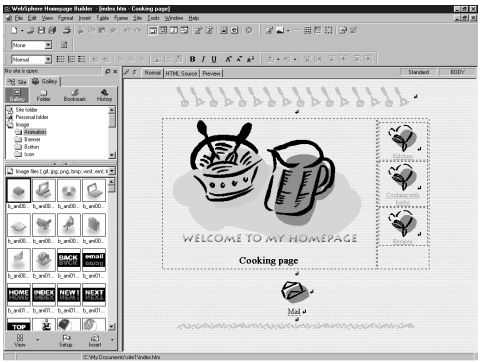
1. Type `Return` in sub4.htm as follows:



2. Click **Window --> 1 index.htm** on the menu bar. (The **Window** menu lists all the pages currently open.)



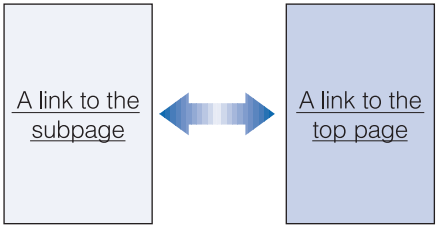
The top page (index.htm) opens.



3. Under "Recipes," type `Herb teas`.

Setting links

This section explains how to set a link to another page—for example, from the top page to its subpage and from the subpage to the top page. Using these links, the reader can jump between two pages.

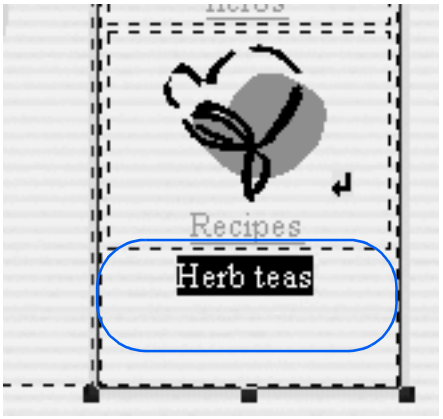


Example: Setting a link from the top page to its subpage

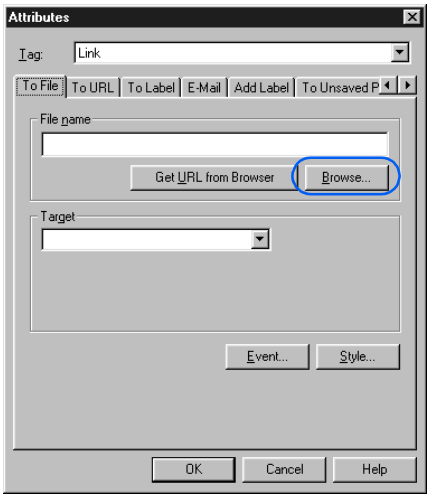
In the following example, you will set a link on the text "Herb teas" in the top page (index.htm) so that it is associated with its subpage (sub4.htm).

Even if you set a link, you cannot jump to the link destination on the **Normal** tab. To check the link, use the **Preview** tab (read "Previewing your pages without starting a Web browser" on page 33).

1. Select the text "Herb teas" by dragging it. The selected text is highlighted.

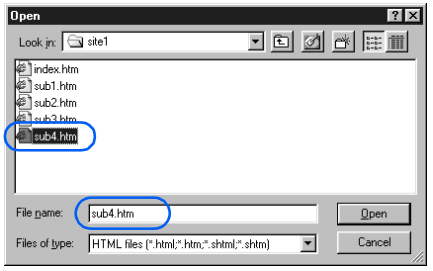


2. Click **Insert --> Link** on the menu bar. The Attributes dialog appears:

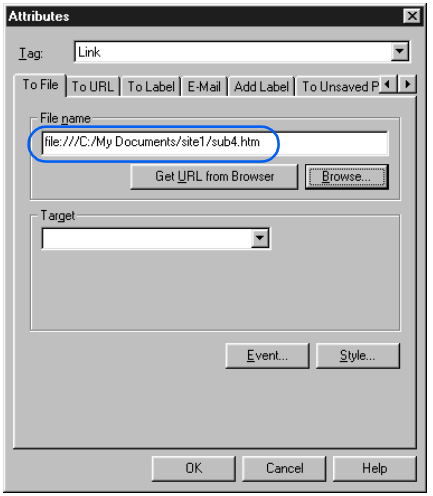


3. Click the **Browse** button. The Open dialog appears:

4. Select **sub4.htm**. The **File name** field shows sub4.htm.



5. Click the **Open** button. The **File name** field shows file:///…sub4.htm.



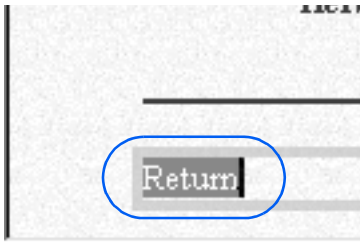
6. Click the **OK** button. The text "Herb teas" is underlined. This underline indicates that a link has been set on this text.

Example: Setting a link from a subpage to the top page

In the following example, you will set a link on the text "Return" in the subpage (sub4.htm) so that it is associated with its top page (index.htm).

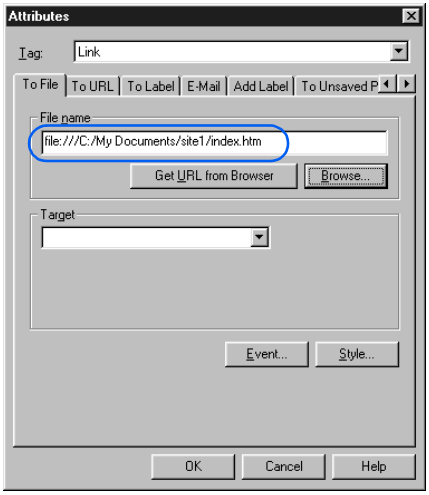
1. Click **Window --> 2 sub4.htm** on the menu bar. The file opens.

2. Select the text "Return" by dragging it.



3. Click **Insert --> Link** on the menu bar. The Attributes dialog appears:

4. Click the **Browse** button, select **index.htm**, and click the **Open** button. The **File name** field shows file:///…index.htm.

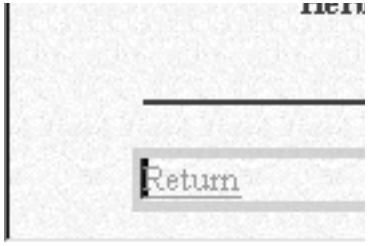


5. Click the **OK** button. The text "Return" is underlined to indicate that a link has been set on this text.

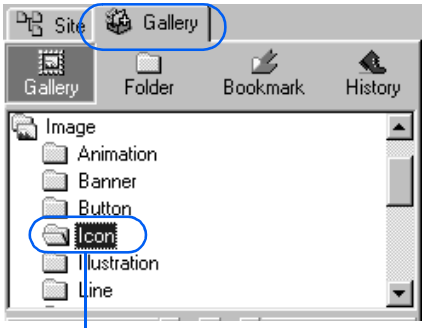
Inserting an image on a page

The following example shows how to insert an image to the left of the text "Return."

1. Place the cursor at the beginning of the text "Return."

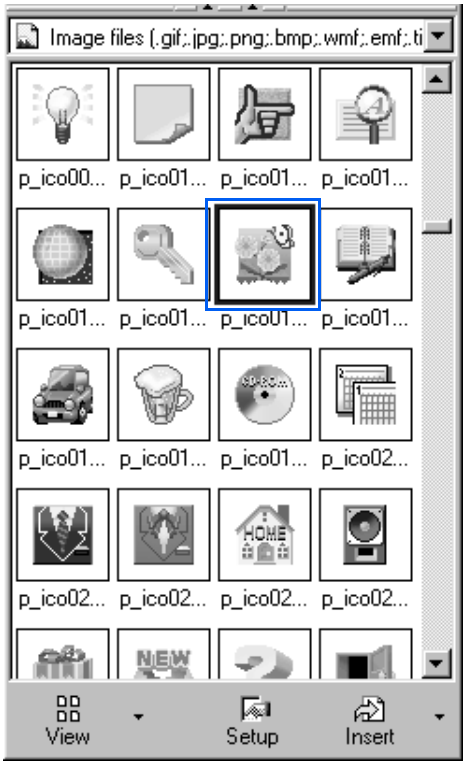


2. On the upper part of the **Gallery** tab, click **Icon** under **Image:**



Click here.

3. On the file list in the lower part of the **Gallery** tab, click image **p_ico015.gif**. A frame appears around the selected image.



4. Click the **Insert** button

. The image is inserted to the left of the text "Return."

Saving pages

To save all of the open pages, do the following:

1. Click **File --> Save All** on the menu bar. The Save Files dialog appears.

2. Click the **OK** button.

For detailed instructions on how to edit pages, see Chapters 8 through 15 of this guide.

Previewing your pages without starting a Web browser

Creating a framework of Web pages by using a template

Editing pages

Previewing your pages without starting a Web browser

The page editing area has three tabs: **Normal, HTML Source,** and **Preview**. By clicking a tab, you can switch the view of the page. For example, if you click the **Preview** tab, you can easily check how your page looks on a Web browser without actually starting a Web browser.

The Preview tab simulates a Web browser

By using the **Preview** tab, you can simulate the appearance of your page as if you were looking at it on a Web browser. In the following example, you will check the link you set in the previous section.

The **Preview** tab internally uses the Internet Explorer functions. To use the Preview tab, you must have Internet Explorer 4.0 or 5.0 installed on your computer.

1. Open file **sub4.htm**, and click the **Preview** tab. The preview of the page is displayed as follows:

This page, which uses the style sheet technology, is displayed properly on the **Preview** tab only if Internet Explorer 4.0 or later is installed on your personal computer.

2. To check the link from sub4.htm to index.htm, click the text "Return" in sub4.htm.

The link destination page (index.htm) appears.

3. To check the link from index.htm to sub4.htm, click the text "Herb teas" on the top page.

The link destination page (sub4.htm) appears.

Instead of using the **Preview** tab, you can actually start a Web browser to view the page you are editing. (You must save the page before starting a Web browser.)

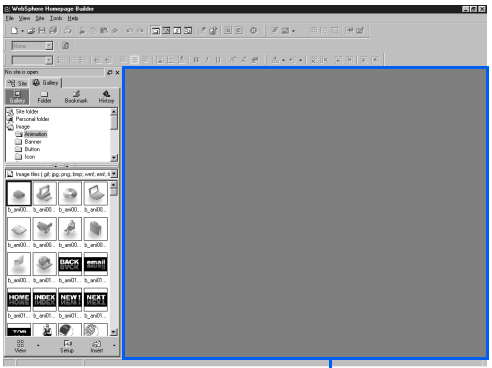
- If you have Internet Explorer installed on your computer, select **Tools --> WWW Browser --> Internet Explorer** on the menu bar.
- If you have Netscape installed on your computer, select **Tools --> WWW Browser --> Netscape** on the menu bar.

Different Web browsers interpret HTML tags differently. A tag that is interpreted correctly by one type of Web browser might not be interpreted correctly, or might be ignored, by another type of browser. Moreover, a page might look different on different versions of the same browser. To view a page that uses style sheets or dynamic HTML, you must have either Internet Explorer Version 4.0 or later or Netscape Version 4.0 or later installed on your computer.

Closing pages

To close all the pages that you have open, do the following:

1. Click **File --> Close All** on the menu bar. All the pages close, and the page editing area becomes empty.



Creating and uploading your site

4

This chapter explains how to create a virtual site on your computer and upload all the files in that site to the provider's server. This chapter assumes that you have done all the examples in Chapter 3.

Even if you already have Web pages on the Internet, read this Chapter 4 and create a virtual site on your computer. Once you create a virtual site, you can easily update your Web pages on the Internet.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Read Chapter 3 to create multiple pages.

To understand the basic flow of creating and uploading a site, read the following sections in order:

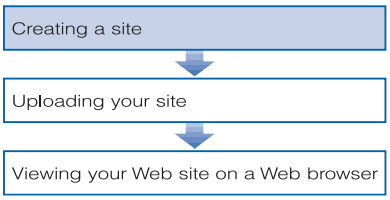
★★★ Creating a site 36

★★★ Uploading your site 40

★★★ Viewing your Web site on a Web browser . . 43

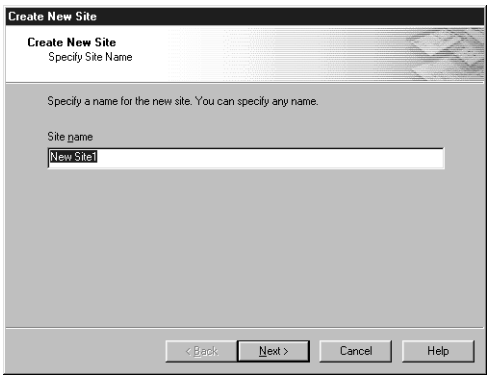
Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

Creating a site

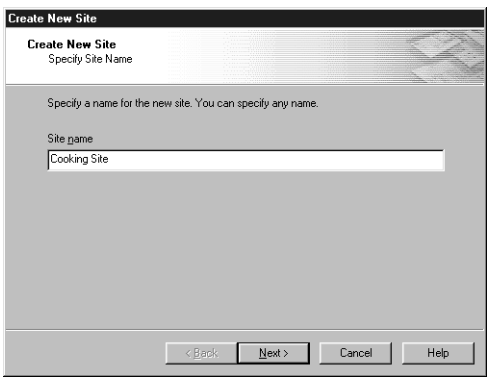


The pages you created in Chapter 3 consist of a top page and its subpages—a typical Web page structure. You can make Homepage Builder recognize this structure as a *site*. This section explains how to create a virtual site on your computer so that you can easily manage all the files related to your Web pages.

1. Click **Site --> New Site** on the menu bar. The Create New Site (Specify Site Name) dialog appears. The **Site name** field contains the text "New Site1."

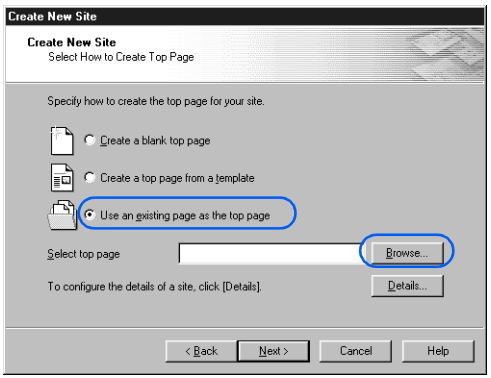


2. Change the site name. In this example, rename it "Cooking Site." (You can use the default site name, but it is recommended that you rename it so that it represents the topic of your Web pages.)

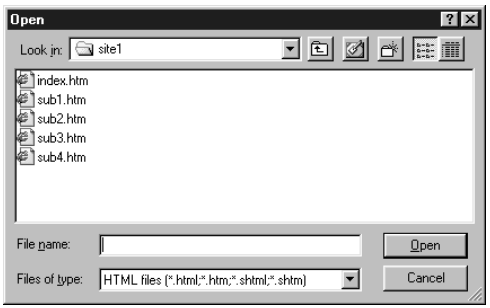


3. Click the **Next** button. The Create New Site (Select How to Create Top Page) dialog appears.

4. Select **Use an existing page as the top page**.



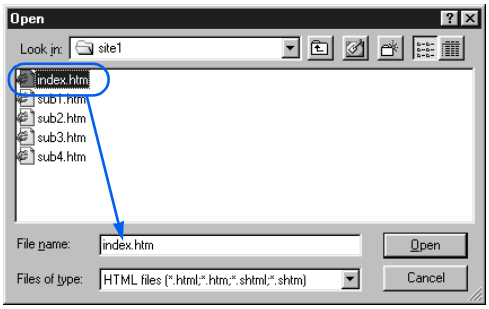
5. Click the **Browse** button. The Open dialog appears.



6. From the **Look in** field, select the folder that contains the files related to your Web pages. A list of HTML files saved in that folder appears.

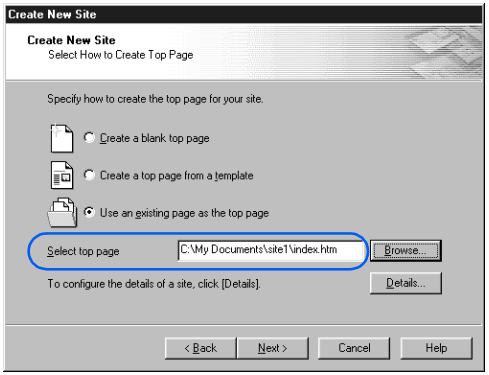
If you created a new folder in Chapter 3, select it.

7. From a list of files, select the name of the top page (generally, it is "index.htm" or "index.html").



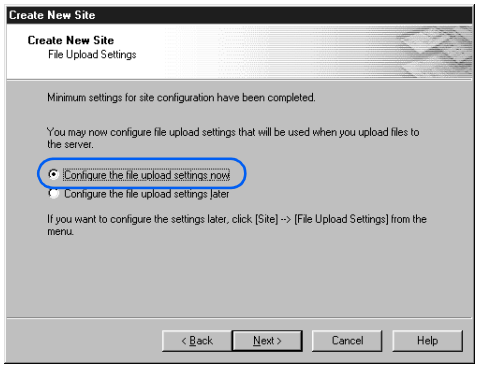
If the top page uses the frame function, specify the frame-setting page (an HTML file that contains the <FRAMESET> tag).

8. Click the **Open** button. The file name of the top page appears in the Create New Site (Select How to Create Top Page) dialog.

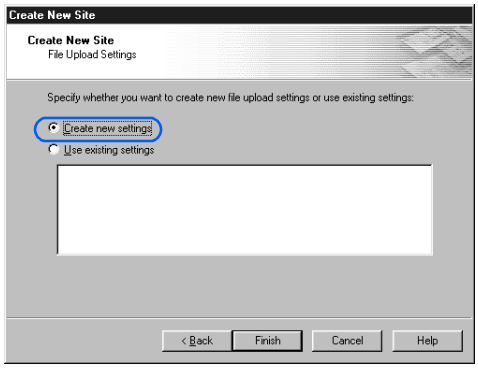


You can click the **Details** button to set detailed information on the site—for example, the location of files for each file type.

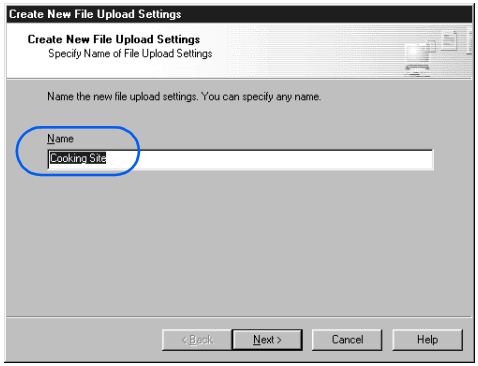
9. Click the **Next** button. The Create New Site (File Upload Settings) dialog appears.



10. Confirm that **Configure the file upload settings now** is selected, and then click the **Next** button. The Create New Site (File Upload Settings) dialog appears:

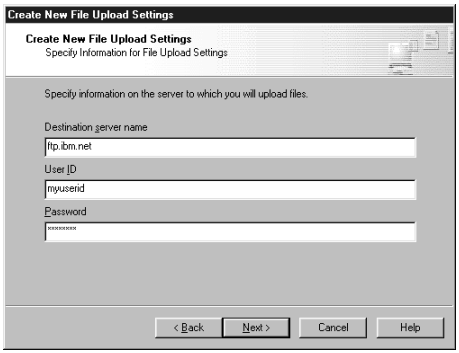


11. Confirm that **Create new settings** is selected, and then click the **Finish** button. The Create New File Upload Settings (Specify Name of File Upload Settings) dialog appears:



12. Confirm that the name of the site specified in step 2 is displayed, and then click the **Next** button. The Create New File Upload Settings (Specify Information for File Upload Settings) dialog appears.

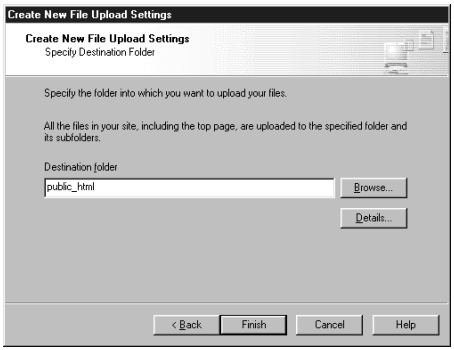
13. Enter the destination server name, the user ID, and the password as you have been instructed by the provider.



- Only the provider or the server administrator knows the server name, the user ID, and the password. If you have any questions, ask your provider or the server administrator.
- If you enter incorrect information in this dialog, you cannot upload your files. Note that lowercase and capital letters are treated as different letters (for example, "a" and "A").
- A typical error is that an incorrect server is specified as the destination server—for example, a server for network connection of your Web browser or an e-mail server. Be sure to specify a server that manages Web pages.

14. Click the **Next** button. The Create New File Upload Settings (Specify Destination Folder) dialog appears.

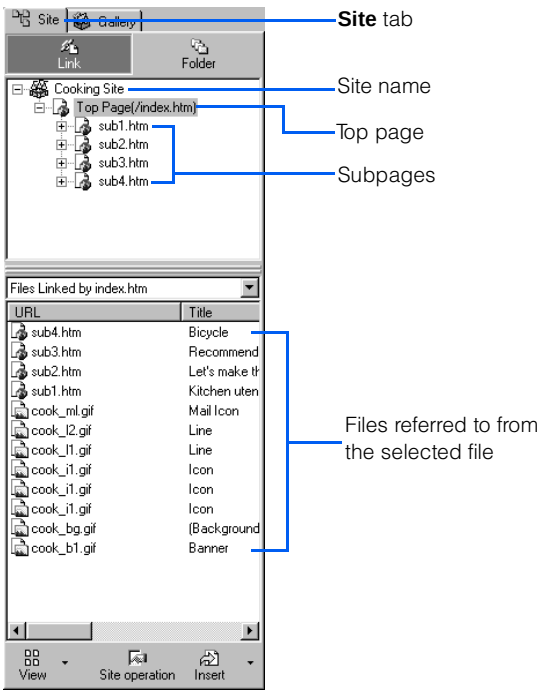
15. Specify the destination folder name as instructed by the provider.



Be sure to type the name as instructed by the provider. For example, if you have been instructed to place your data in public_html, type `public_html` in the **Destination folder** field (do not precede the folder name with a slash). If you have been instructed to place your data in /home/username, type `/home/username`.

Optionally, you can do detailed settings—for example, the transfer mode and the firewall on the server—by clicking the **Details** button.

16. Click the **Finish** button. A site is created, and the file structure of the site is displayed on the **Site** tab.

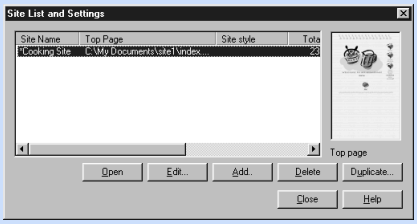


If any file related to your Web pages has not been saved, the site may not be created correctly.

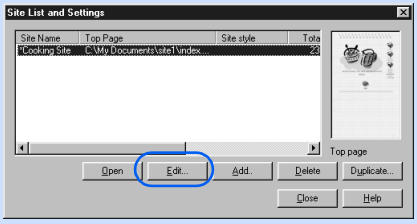
How to change the site settings

To change the settings of your site:

1. Click **Site --> Site List and Settings** on the menu bar. The Site List and Settings dialog appears.

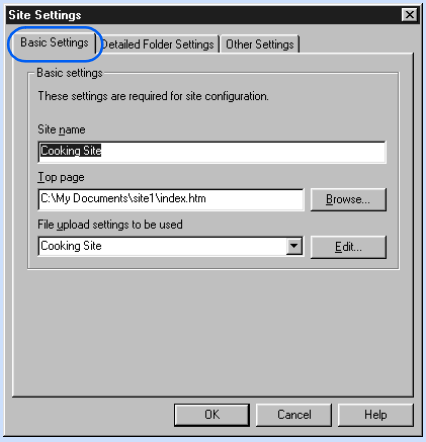


2. Select a site name.

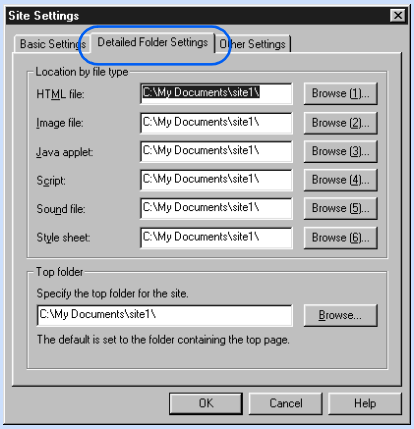


3. Click the **Edit** button. The Site Settings dialog appears.

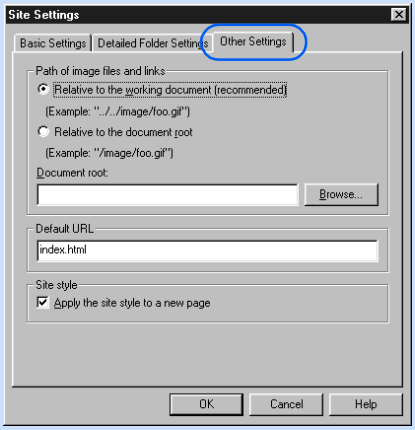
The **Basic Settings** tab enables you to change the site name, the file name of the top page, and the set of file upload settings. By clicking the **Edit** button, you can edit items related to the selected set of file upload settings.



The **Detailed Folder Settings** tab enables you to change the location of files for each file type.



The **Other Settings** tab enables you to set other detailed settings.



4. Change the settings, if necessary, and click the **OK** button. The settings are changed, and you return to the Site List and Settings dialog.

5. Click the **Close** button. The Site List and Settings dialog closes.

How to refresh the site information

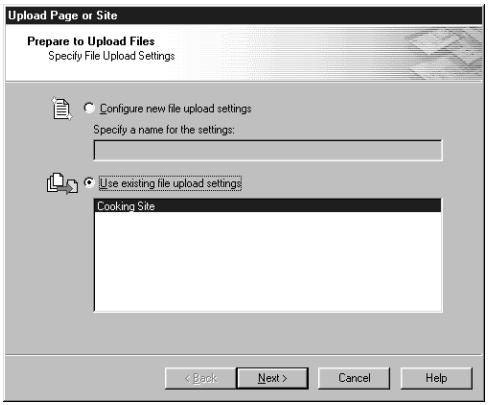
If you add or delete files in your site by using a program other than Homepage Builder, the information is not reflected correctly in the **Site** tab. To refresh the site information—that is, to reflect changes to the site—explicitly, click **Site --> Refresh Site Information** on the menu bar.

Uploading your site

Creating a site
Uploading your site
Viewing your Web site on a Web browser

You can connect to your provider's server, and upload the entire site—that is, all the files and subfolders that compose a site—to make your Web pages accessible on the Internet. This is called the *site upload*. By using the site upload function, you upload only the added files and the updated files every time.

1. Click **Site --> Upload Site** on the menu bar. The Upload Page or Site (Specify File Upload Settings) dialog appears:

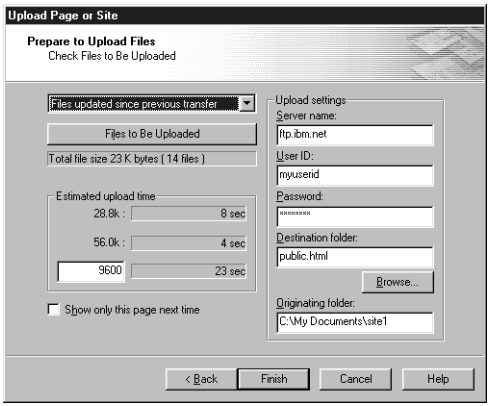


2. Confirm that **Use existing file upload settings** is selected.

3. Confirm that a correct name for the file upload settings (usually the same as the site name) has been selected.

The name for the file upload settings and the site name are usually the same; however, if you specified a different name, select it.

4. Click the **Next** button. The Upload Page or Site (Check Files to Be Uploaded) dialog appears. On the right side of the dialog, the contents of the file upload settings are displayed.



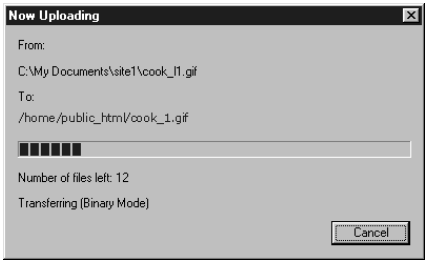
If you transfer files as the site, Homepage Builder uploads only the files that have been changed or added since the last upload. (This is the default method.) This means that when you first upload your site, all the files and subfolders that compose the site are uploaded; whenever you upload your site after that, only the files newly created or changed since the last upload are uploaded.

If you already have your Web pages on the Internet

If you have already uploaded your files to the server by using an FTP application other than Homepage Builder, you probably do not want to upload the entire site again. If you click **Site --> File Upload Settings --> Mark All Files as Uploaded** on the menu bar, Homepage Builder recognizes all the files that are currently in the site folder as "the files that have been uploaded."

- In this dialog, **Files updated since previous transfer** has been selected automatically. Normally, you do not need to change this setting. The first upload enables you to upload all the files and subfolders in your site.
- If you click the **Files to Be Uploaded** button, a list of files to be transferred is displayed. Files selected in this dialog are uploaded. You can select or deselect each file as necessary.
- You do not need to type any value in the **Estimated upload time** field. If you want to estimate the time it takes for upload, type the modem speed of your computer.

5. Click the **Finish** button. If your computer is not connected to the Internet, a dialog, prompting you to connect, is displayed. After connection, the upload begins, and a dialog that indicates the upload status appears as follows:



When the upload is complete, a message that indicates completion of the upload is displayed.

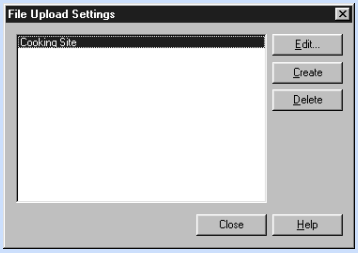
6. Click the **OK** button.

How to change the file upload settings

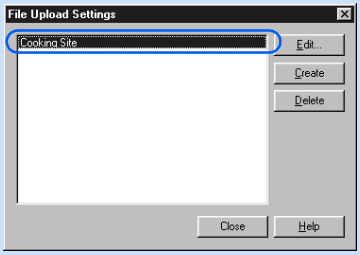
If the upload fails, there might be an error in the file upload settings. Do the following to confirm the settings, and correct the information if necessary.

1. Click **Site --> File Upload Settings --> Edit Upload Settings** on the menu bar.

The File Upload Settings dialog appears:

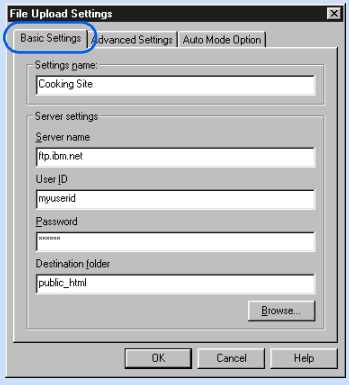


2. Confirm that "Cooking Site" is selected from the list.

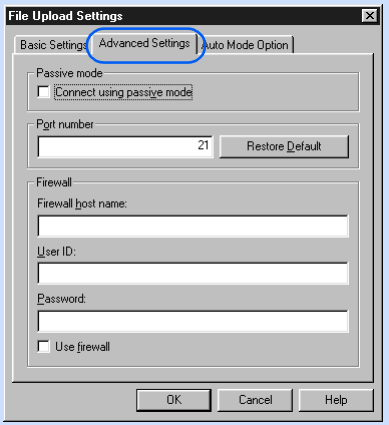


3. Click the **Edit** button. The File Upload Settings dialog appears.

The **Basic Settings** tab enables you to change the name for the file upload settings, server name, user ID, password, and the destination folder.

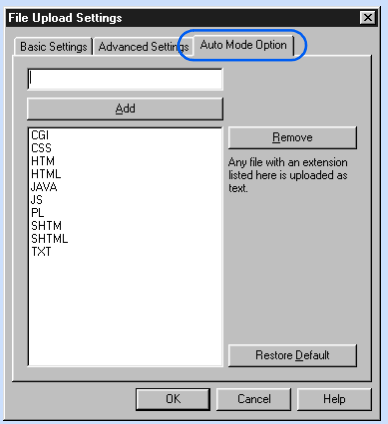


The **Advanced Settings** tab enables you to change the settings on the passive mode, port number, and firewall. (The only supported firewall type is "SITE *hostname*.")



For the passive mode and port number settings, follow the instructions of your provider.

The **Auto Mode Option** tab enables you to register the file extensions of the files that are to be transferred in text mode.



4. Confirm the settings. If there is any error, correct it.
5. Click the **OK** button.
6. Click the **Close** button. The File Upload Settings dialog closes.

Viewing your Web site on a Web browser

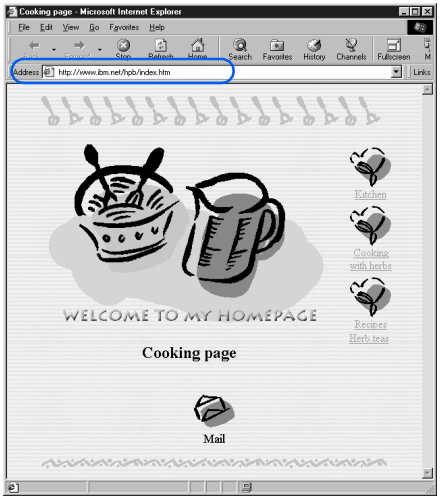
Creating a site

Uploading your site

Viewing your Web site on a Web browser

When the upload is complete, you can view your Web pages with your Web browser on the Internet. It may take some time for the server to receive your files and upload your site. If your site has not been updated, try again a little later.

1. Connect to the Internet.
2. Start a Web browser.
3. Enter the URL of your Web site. The top page of your site is displayed:



Tips on using Homepage Builder 5

This chapter presents some tips that help you make good use of Homepage Builder functions—for example, how to change attributes of elements, how to use right-click and drag-and-drop operations, and how to cancel previous operations.

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★★★ Using the pop-up menu 48
★★★ Inserting elements by drag-and-drop 49
★★★ Canceling and redoing operations 51
★★ Using the color palette 52

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

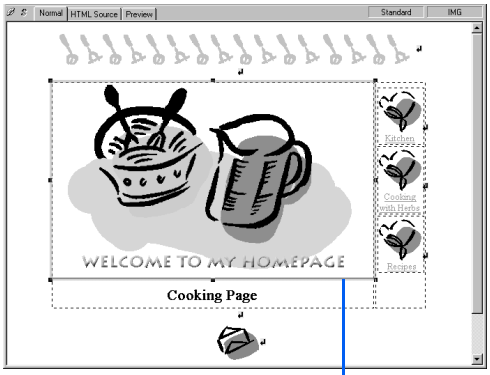
Changing element attributes

Each element inserted into a Web page has attributes. For example, a table has such attributes as width and color, whereas an image has such attributes as width and height. Attributes are used mainly for changing the appearance of an element.

When you work with elements, you first create or insert an element and then change its attributes. For example, when you work with a table, you first create a table and then change its width and color. When you work with an image, you first insert the image, and then you change its width and height.

Most elements have their attributes, and you can change them in the same way. If you want to change the appearance of an element, do the following:

1. Click an element whose attributes you want to change. In this example, click an image. The element is selected and is surrounded by a frame.

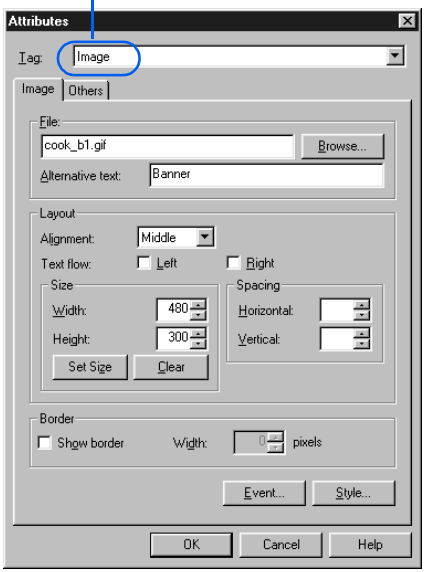


A focus frame indicating the object of the operation

The frame that appears when you click an element is called the *focus frame*, which indicates that the element is the target of operation.

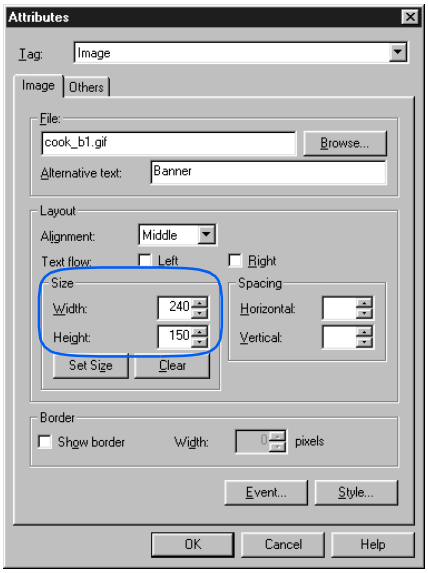
2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog for the element appears. For example, if the element you selected is an image, the following dialog appears:

Name of the element

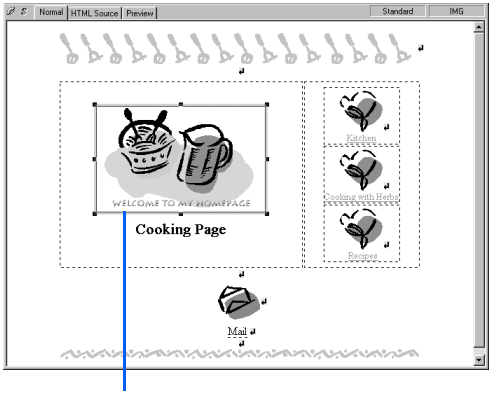


The contents of the Attributes dialog depend on which element has the focus frame.

3. Change the values of the attributes as you like. For example, you can change the width and the height of an image as follows:



4. Click the **OK** button. The attributes are changed.



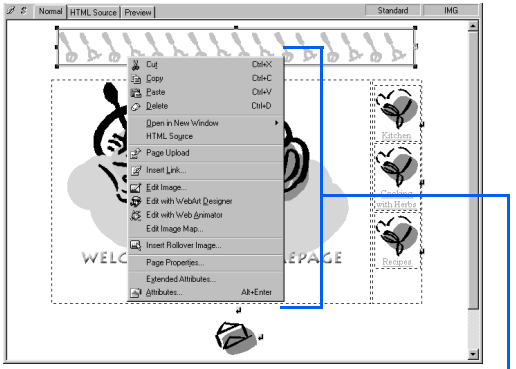
The size of the image has been reduced by half.

Using the pop-up menu

The act of clicking the right mouse button is called *right-click*. If you select an element and then right-click, you get a pop-up menu listing operations you can do to the element.

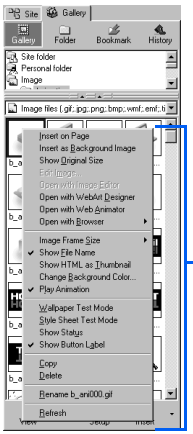
Examples of the pop-up menu

With Homepage Builder, you can use the right-click operation in various ways. For example, if you right-click an image, a pop-up menu appears as follows. If you select **Delete** from the pop-up menu, for example, you can delete the image.



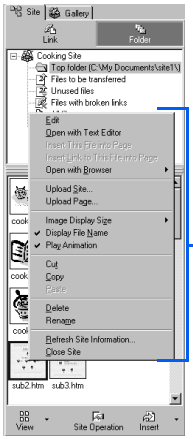
Pop-up menu displayed by right-clicking in the page editing area

If you right-click a material on the **Gallery** tab, a pop-up menu appears as follows. If you select **Insert on Page** from the pop-up menu, for example, the file is inserted on the page displayed in the page editing area.



Pop-up menu displayed by right-clicking on the **Gallery** tab

If you right-click a file on the **Site** tab, a pop-up menu appears as follows. If you select **Rename** from the pop-up menu, for example, you can rename the file.



Pop-up menu displayed by right-clicking on the **Site** tab

Menu bar versus pop-up menu

A pop-up menu displayed by the right-click operation contains items included in the menu bar. Whereas the menu bar enables you to select all the Homepage Builder functions, a pop-up menu enables you to invoke only functions that are related to the selected element or file. So, if you want to do a certain task on an element, a file, or a folder, use a pop-up menu.

Inserting elements by drag-and-drop

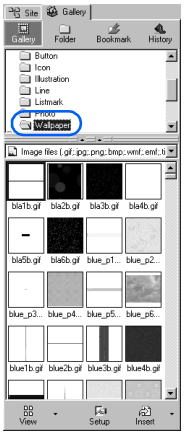
To move an object from one place to another by using the mouse to "grab" it and pull it to its new location is called the *drag* operation. To drag an object, you position the mouse pointer over an object, press and hold a mouse button, and move the mouse. To drop the object, you drag it to the new location and release the mouse button. This is called the *drag-and-drop* operation. The behavior of the object depends on which mouse button you use to drag it.

Dragging-and-dropping an object with the left mouse button

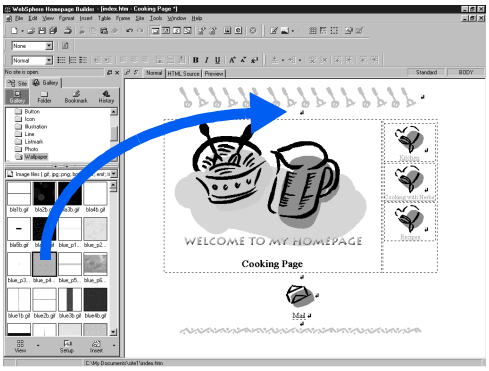
In the following example, you will drag-and-drop a file from the **Gallery** tab onto the page you are editing.

1. On the **Gallery** tab, click

, and then click **Wallpaper** under **Image**:



2. Select an image file, and use the left mouse button to drag it to the page you are editing.



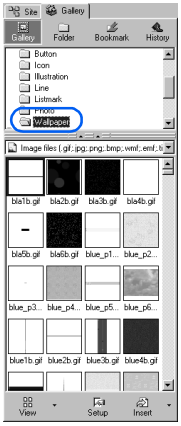
3. Release the mouse button on the location where you want to insert the image. The image is inserted.

Dragging-and-dropping an object with the right mouse button

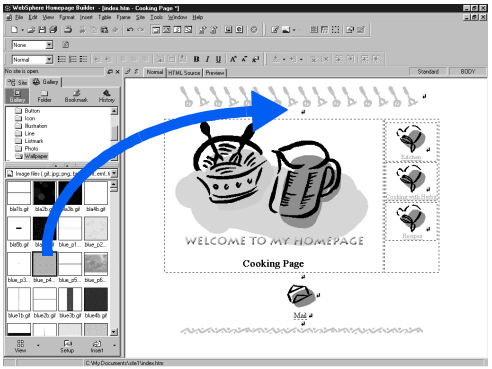
This time, you will use the right mouse button to drag-and-drop the same file. When you use the right mouse button, a pop-up menu appears, and you can select an option for inserting the selected object.

1. On the **Gallery** tab, click

, and then click **Wallpaper** under **Image**:

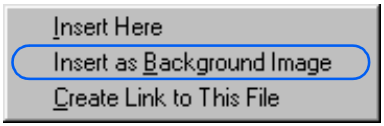


2. Select an image file, and use the right mouse button to drag it to the page you are editing.

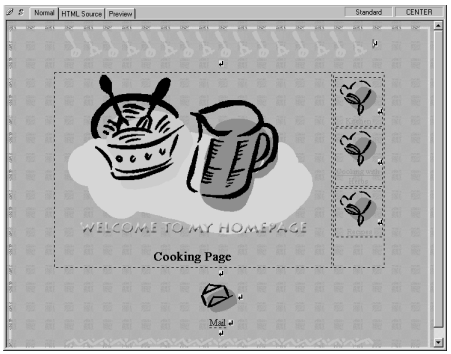


3. Release the mouse button on the location where you want to insert the image. A pop-up menu appears.

4. Select **Insert as Background Image** from the pop-up menu.



The image is inserted into the page as the wall-paper.



Canceling and redoing operations

Homepage Builder enables you to cancel operations or to redo canceled operations.

Canceling operations

To cancel the preceding operation, click **Edit --> Undo** on the menu bar. The most recent operation is canceled.

You can cancel the last 30 operations.

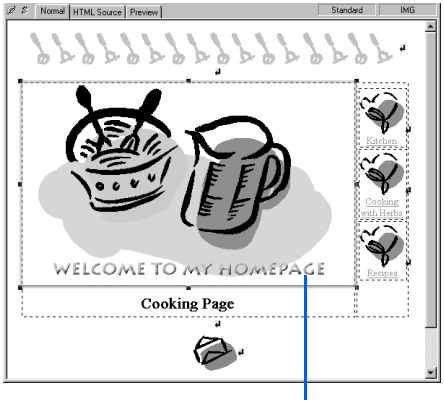
Redoing operations

To do the canceled operation again, click **Edit --> Redo** on the menu bar.

Examples

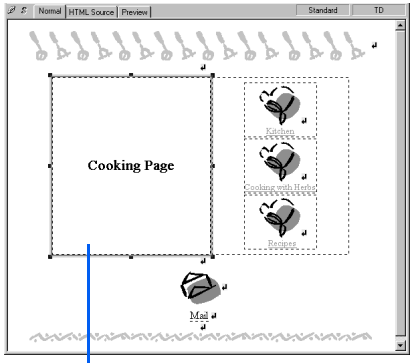
You can cancel any of your operations, such as entering text or inserting an image. For example, you can cancel image insertion as follows:

1. Insert an image into a page.



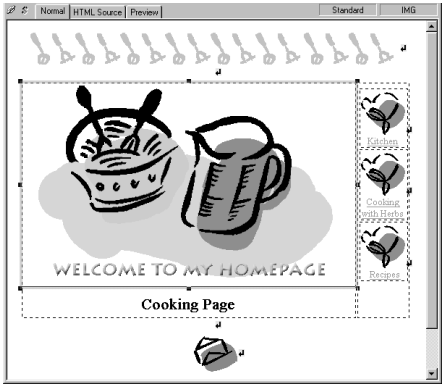
An image is inserted at the cursor position.

2. Click **Edit --> Undo** on the menu bar. The operation of inserting the image is canceled.



The page returns to the state it was in before the image was inserted.

3. Click **Edit --> Redo** on the menu bar. The image is inserted again.



Using the color palette

The dialog for setting color is called the *color palette*. The color palette enables you to set the color of your choice on the page background, table, cell, or text. This section explains how to select a Web-safe color from the color palette, how to extract a color on the monitor screen and apply it to your page, and how to register a color with the color palette.

Web-safe colors

The color palette provided by Homepage Builder contains a set of 216 colors called the *Web-safe colors*. The Web-safe colors are a set of colors among 256 8-bit colors that are prepared for Web pages. These colors are displayed properly on any Web browser that supports Web-safe colors. Thus, if you select a color from the color palette, you are assured that it will appear as intended.

Selecting a color from the color palette

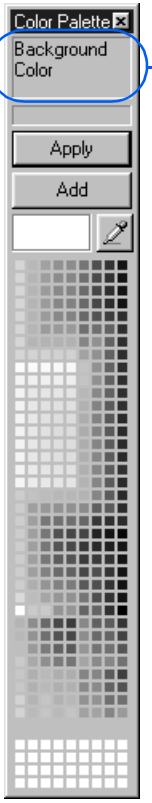
The following example explains how to select a Web-safe color from the color palette and apply it to the page background. In the same way, you can change the color of tables, cells, or text.

If you are using an image file for the page background, or using a style sheet that specifies the page background, you cannot change the background color with the color palette. For example, if you have inserted an image file as the background image of a page, you cannot change the background color with the following method.

1. Open the page on which you want to set the background color.

- To set the color of a table or a cell, first click the table or the cell so that it is focused.
- To change the color of text, select the text string so that it is highlighted.

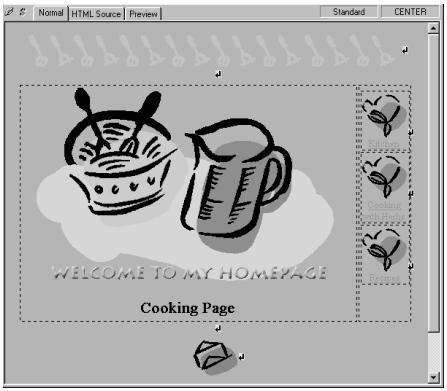
2. Click **View --> Color Palette** on the menu bar. The color palette is displayed.



The color you select is applied to the element displayed here.

3. Click the color you want to use. The selected color appears on the left of .

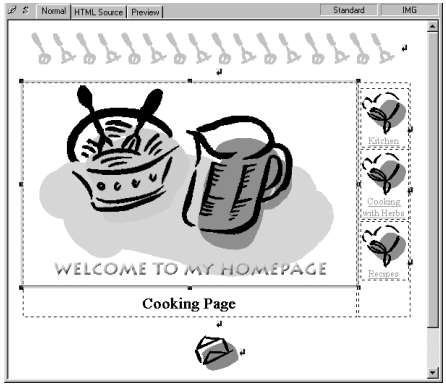
4. Click the **Apply** button. The selected color is applied to the page background.



Extracting a color on the monitor screen

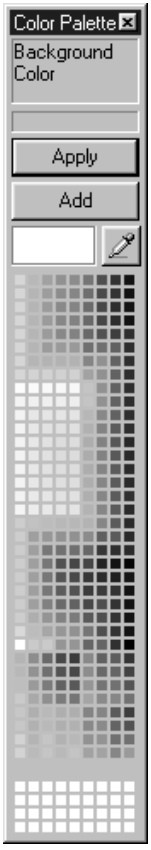
This section explains how to select a color from the monitor screen and apply it to your page. This method is useful when you want to use a color that appears on your screen but do not know the RGB value for it. The following example shows how to pick up a color used in an image file contained in the **Gallery** tab and apply it to the page background.

1. Open the page you want to set color on.



- To set the color of a table or a cell, first click the table or the cell so that it is focused.
- To change the color of text, select the text string so that it is highlighted.

2. Click **View --> Color Palette** on the menu bar. The color palette appears:

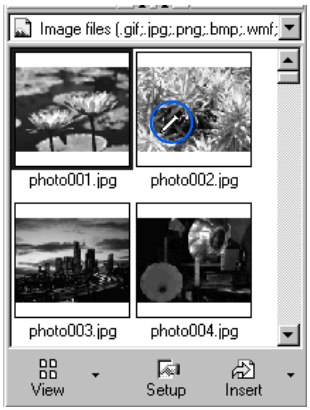


3. Click . The mouse pointer takes on the shape of a sampler.

4. On the monitor screen, search for the color you want to use.

While the mouse pointer is shaped like a sampler, the color of the location on which the mouse pointer is positioned is displayed in the color palette as you move the mouse pointer. Thus you can check the color before you select it.

5. When you have determined which color to use, click the mouse button. For example, you can click the mouse button on a photographic image on the **Gallery** tab as follows:



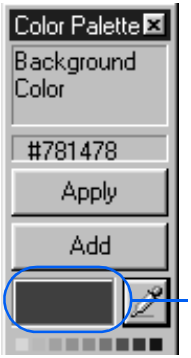
The selected color appears on the left of in the color palette.

6. Click the **Apply** button. The selected color is applied to the page background.

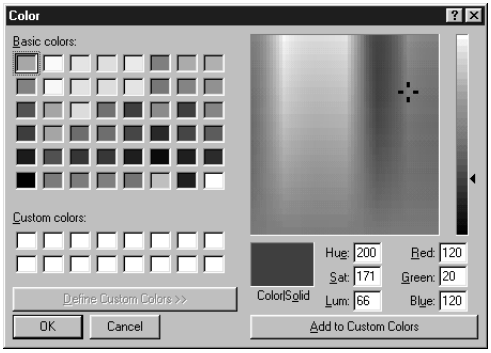
Adding a color to the color palette

If you pick a color from the monitor screen and add it to the color palette, you can easily select the color the next time you want to use it.

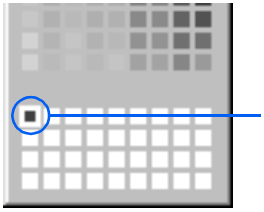
1. Select a color from the monitor screen. The selected color appears on the left of .



2. Click the **Add** button. The Color dialog appears:



3. Click the **OK** button. The color is added to the color palette and is displayed at the bottom of the palette. The next time you want to use the color, simply select it from the palette.



Templates and materials 6

Homepage Builder provides a rich set of templates and materials that you can use on your Web pages. This chapter lists these templates and materials and explains how to use them.

- You can use templates and materials only if you have installed Templates, Sample Images, and Sample Data. However, depending on the installation option, not all templates and images may be installed on your PC.
- Some images shown in this chapter may be different from those included in the product.

template

A template consists of an optimum combination of elements that are suitable for a certain category of Web pages. For users who find it difficult to create Web pages from scratch, Homepage Builder provides many templates for many categories.

materials

Image files, sound files, Java applets, script files, and style sheet files referred to from an HTML file.

★★★ Templates for multiple pages 56
★★★ Templates for single pages 62
★★ Bonus templates 71
★★★ Materials for images 76
★★ Materials for WebArt-format images 100
★★ Materials for sounds 106
★★ Materials for style sheets 108
★★ Materials for Java applets 113
★★ Materials for scripts 120

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

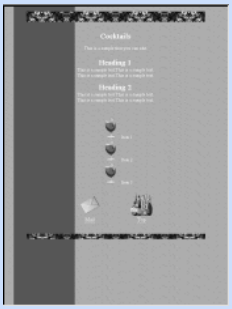
Templates for multiple pages

Homepage Builder provides many templates that are composed of multiple pages.

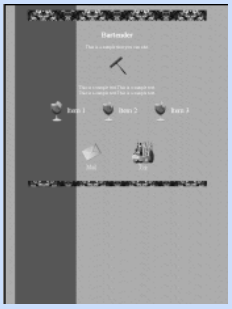
A list of multiple-page templates

A multiple-page template consists of a single top page and several subpages. Links are set from the top page to subpages, and from subpages to the top page.

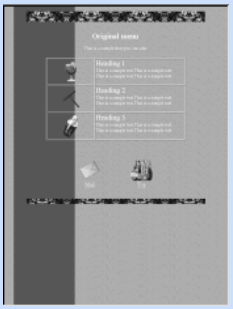
Business: Cocktails
(Top page)



Business: Cocktails
(Subpage 1)

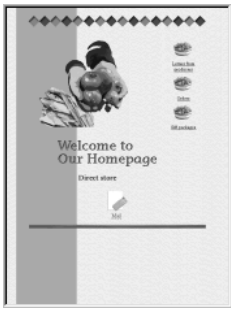


Business: Cocktails
(Subpage 2)



Business: Cocktails
(Subpage 3)

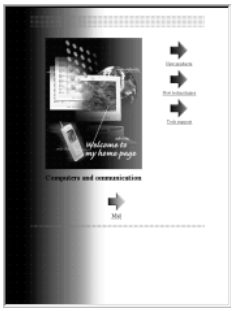
Business: Boutique



Business: Direct store

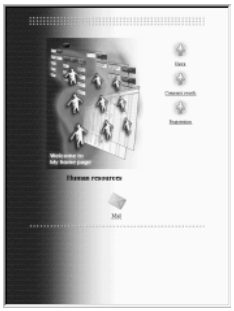
Business: General store

Business: Grocery store



Business: Computers
and communication

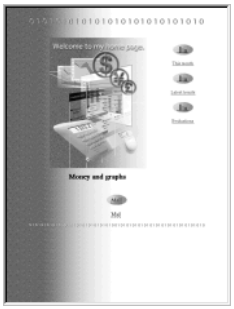
Business: Global communication



Business: Human resources

Business: Hospital

Business: Scheduling



Business: Money and graphs

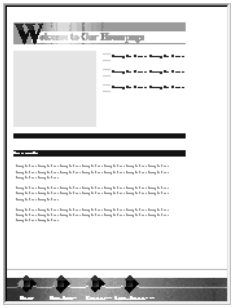
Business: Sporting goods

Business: Beauty salon

Business: Catalog 1

Business: Catalog 2

Business: Company profile

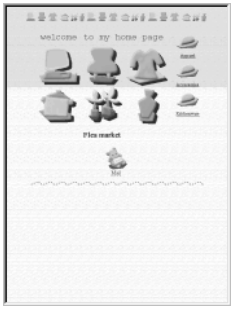


Business: Frame 1

Business: Frame 2

Business: Frame 3

Personal: Christmas

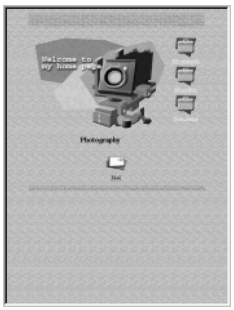


Personal: Flea markets

Personal: Cooking

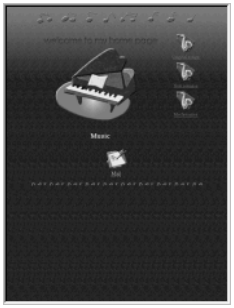
Personal: Family

Personal: Gardening

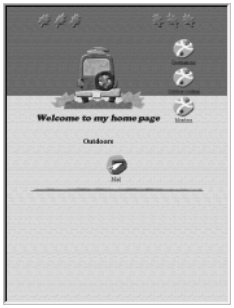


Personal: Photography

Personal: Interior

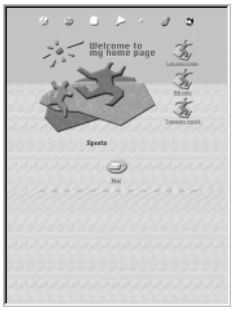


Personal: Music



Personal: Outdoors

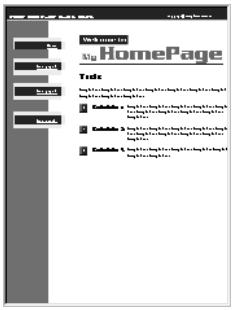
Personal: Painting



Personal: Sports

Personal: Travel

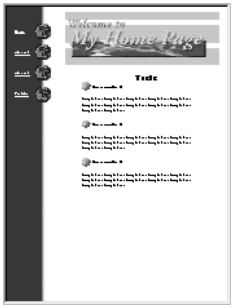
Personal: Child care



Personal: Frame 1

Personal: Frame 2

Personal: Frame 3



Personal: Frame 4

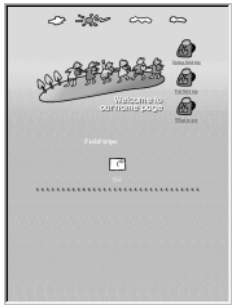
Personal: Frame 5

School: Class introduction

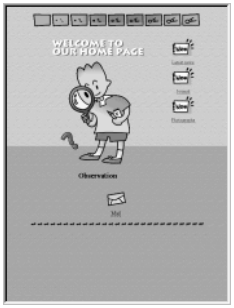
School: Track and field

School: Club activities 1

School: Club activities 2

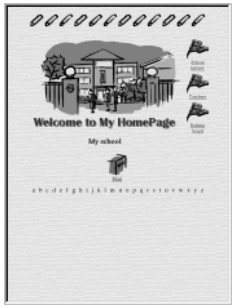


School: Field trips

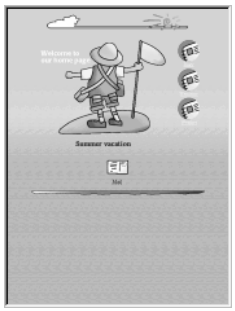


School: Observation

School: Portfolio



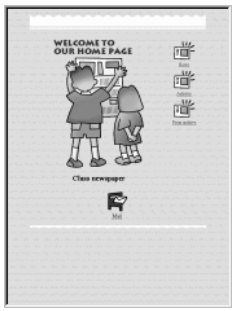
School: My school



School: Summer vacation 1

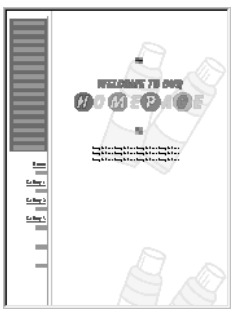
School: Summer vacation 2

School: Classroom



School: Class newspaper 1

School: Class newspaper 2



School: Frame 1

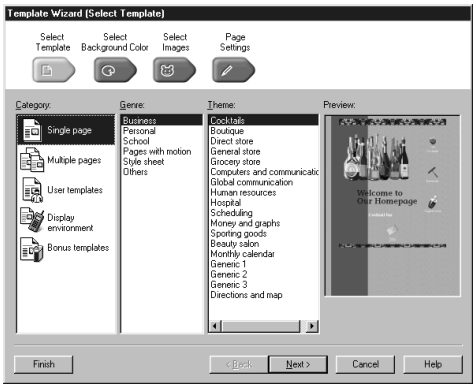
School: Frame 2

How to use a multiple-page template

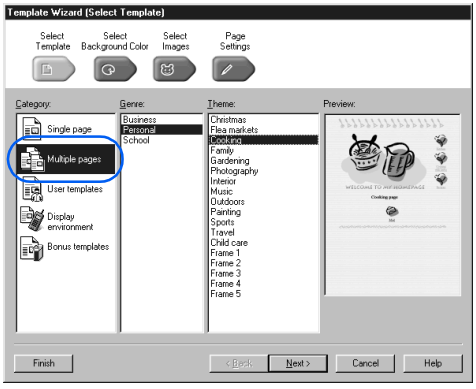
By using a multiple-page template, you can create multiple pages at once. These pages are a single top page and several subpages (the default is three).

- During operation, you can reset the template to its original setting by clicking the **Reset** button.
- In the following steps, you proceed from one dialog to the next by clicking the **Next** button. You can, however, click a dialog button to proceed directly to the desired dialog.

1. Click **File --> Template --> New Page from Template** on the menu bar. The Template Wizard (Select Template) dialog appears:

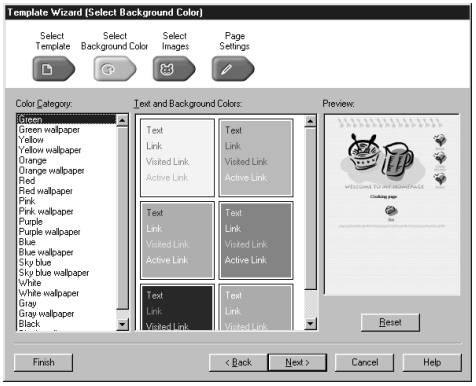


2. Select **Multiple pages** from **Category**, and then select a genre and a theme. The selected template is displayed on the right side of the dialog.



3. Click the **Next** button (or the **Select Background Color** button). The Template Wizard (Select Background Color) dialog appears.

4. Change the items selected in the **Color Category** and the **Text and Background Colors** fields. The background color of the template changes accordingly.



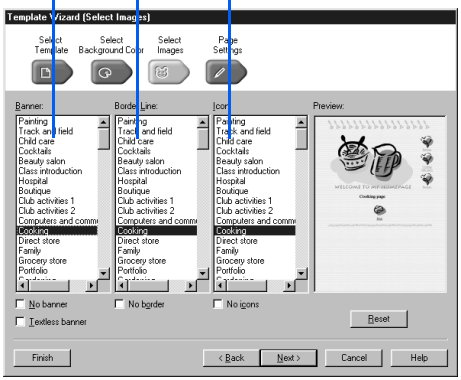
5. Click the **Next** button (or the **Select Images** button). The Template Wizard (Select Images) dialog appears.

6. Change the items selected in the **Banner**, **Border Line**, and the **Icon** fields as necessary. Each element changes accordingly.

Banner: An image that represents the topic of the Web page

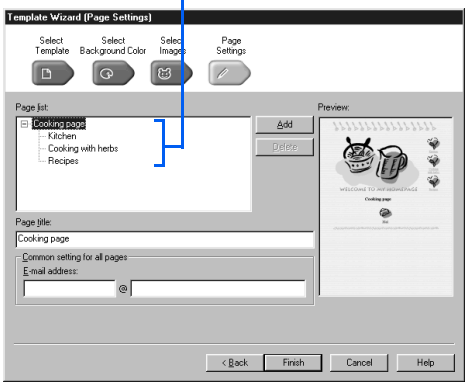
Border Line: A ruler image inserted on the page

Icon: An icon image inserted on the page



7. Click the **Next** button (or the **Page Settings** button). The Template Wizard (Page Settings) dialog appears. This dialog shows the titles of all pages created from this template, in a tree structure.

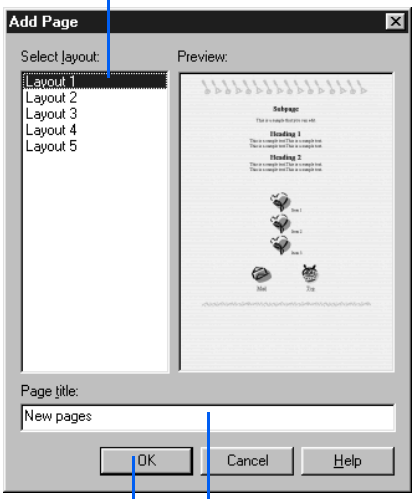
A tree structure from the top page



8. To change the title of a page, select a page from the **Page list** field, and then change the title in the **Page title** field.

9. To add a subpage linked from the top page, click the **Add** button to display the Add Page dialog, select a page layout, type the title, and then click the **OK** button. To delete a page, select a page and then click the **Delete** button.

1. Select a page layout.



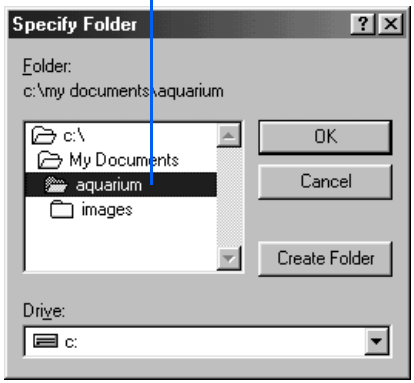
2. Enter a title for the page.

3. Click this button.

10. To set a link on the mail icon on the top page, type your e-mail address in the **E-mail address** field. This field is optional.

11. Click the **Finish** button. The Specify Folder dialog appears:

Select a folder by double-clicking it.



12. Specify the location of each HTML file and image file in the Web pages, and then click the **OK** button.

To distinguish the files related to the Web pages from other files, it is recommended that you create a new folder dedicated to your Web pages. To create a new folder, do the following:

A) Click the **Create Folder** button.

B) Type a new folder name in the Create Folder dialog, and click the **OK** button.

C) Click the **OK** button in the Specify Folder dialog.

All the files related to your Web pages are saved. The top page is displayed in the page editing area.

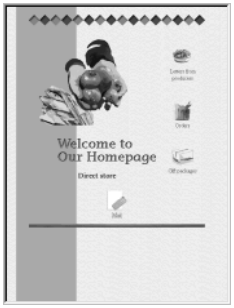
Templates for single pages

Homepage Builder provides many single-page templates.

A list of single-page templates

Business: Cocktails

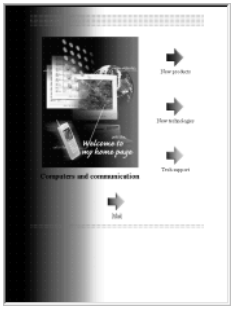
Business: Boutique



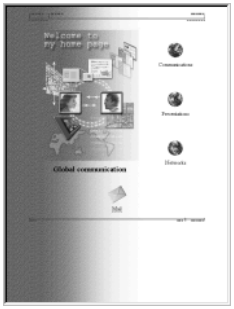
Business: Direct store

Business: General store

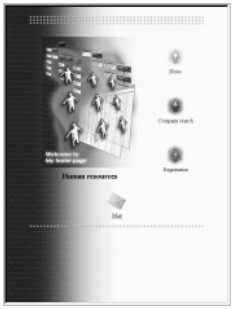
Business: Grocery store



Business: Computers and communication

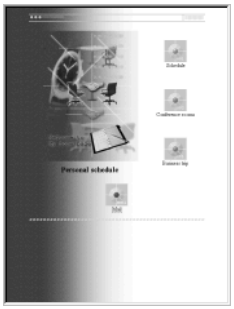


Business: Global communication

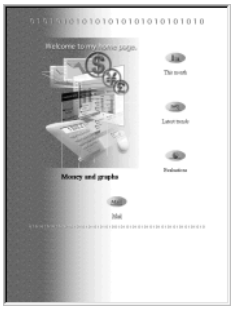


Business: Human resources

Business: Hospital

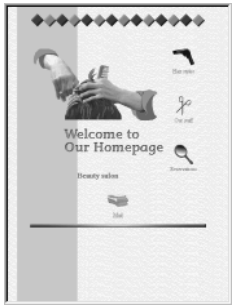


Business: Scheduling



Business: Money and graphs

Business: Sporting goods



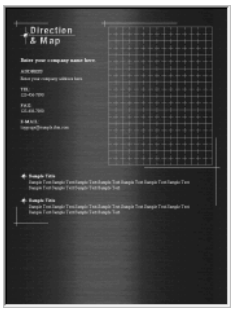
Business: Beauty salon

Business: Monthly calendar

Business: Generic 1

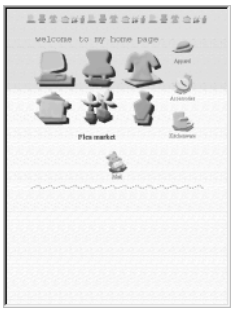
Business: Generic 2

Business: Generic 3



Business: Directions and map

Personal: Christmas

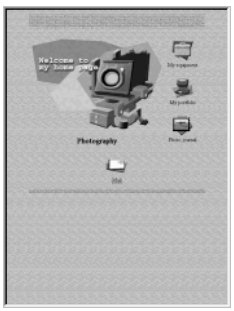


Personal: Flea markets

Personal: Cooking

Personal: Family

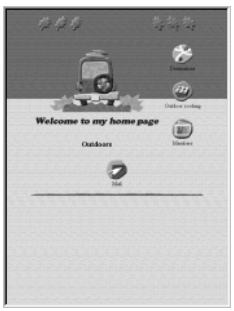
Personal: Gardening



Personal: Photography

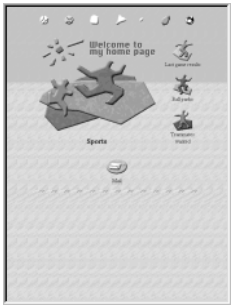
Personal: Interior

Personal: Music



Personal: Outdoors

Personal: Painting



Personal: Sports

Personal: Travel

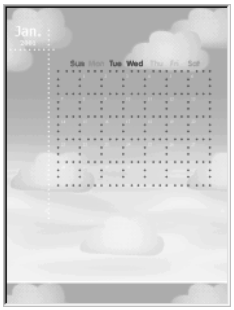
Personal: Child care

Personal: Generic 1

Personal: Generic 2

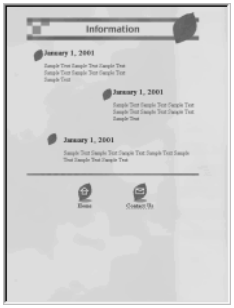
Personal: Generic 3

Personal: Generic 4



Personal: Calendar 1

Personal: Calendar 2



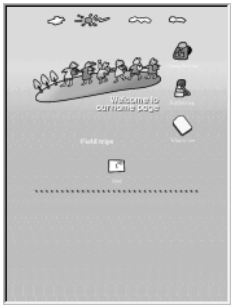
Personal: Notice

School: Class newspaper

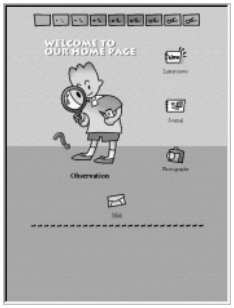
School: Track and field

School: Club activities 1

School: Club activities 2

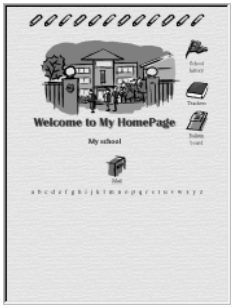


School: Field trips

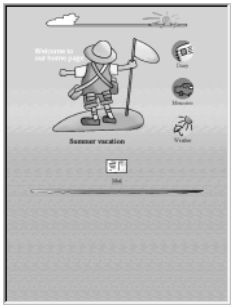


School: Observation

School: Portfolio



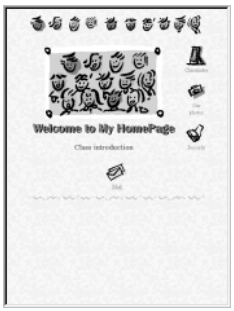
School: My school



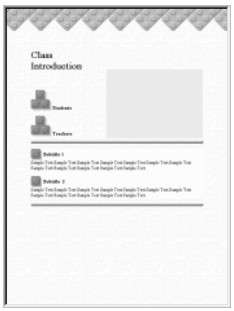
School: Summer vacation 1

School: Summer vacation 2

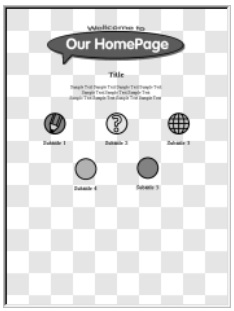
School: Classroom



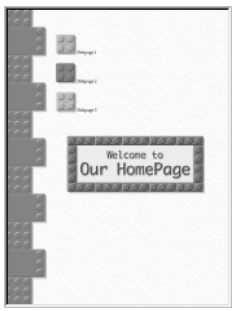
School: Class introduction 1



School: Class introduction 2



School: Generic 1



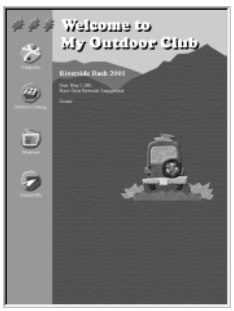
School: Generic 2

School: Generic 3

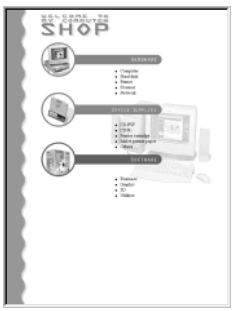
School: Notice

Pages with motion: Balloon

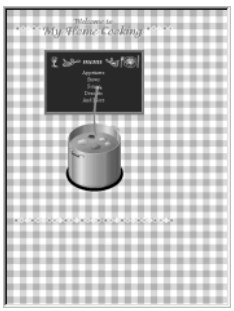
Pages with motion: Bicycle



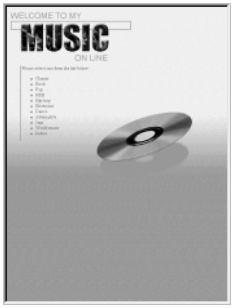
Pages with motion: Camping



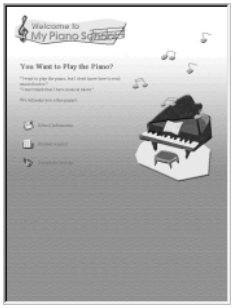
Pages with motion: Computer shop



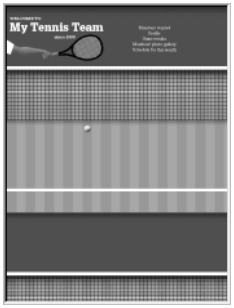
Pages with motion: Cooking



Pages with motion: Music



Pages with motion: Piano

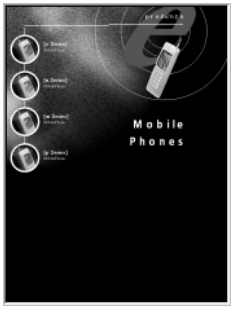


Pages with motion: Tennis

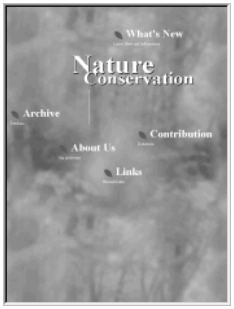
Pages with motion: Portfolio

Style sheet: Art

Style sheet: General store



Style sheet: Mobile phone



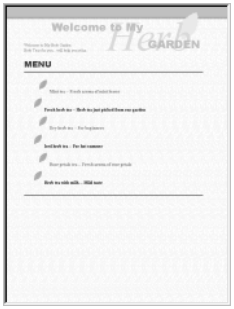
Style sheet: Nature conservation

Style sheet: Shopping 1

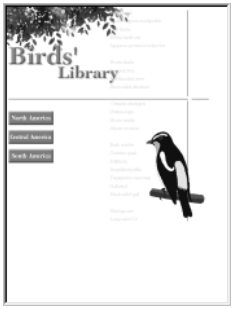
Style sheet: Shopping 2

Style sheet: Shopping 3

Style sheet: News and reports



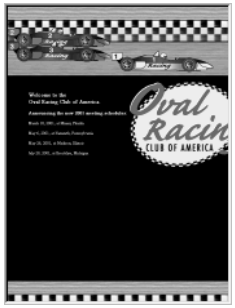
Style sheet: Herb teas



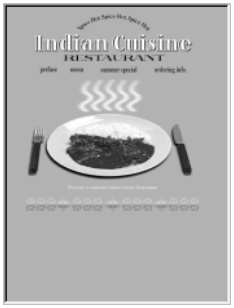
Style sheet: Bird encyclopedia

Others: Basketball

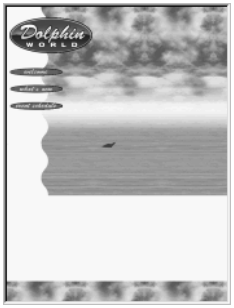
Others: Honeybee garden



Others: Oval racing



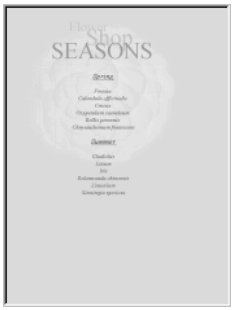
Others: Indian cuisine



Others: Dolphin world

Others: Film library

Others: Flower shop 1



Others: Flower shop 2

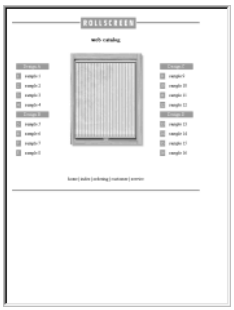
Others: Boutique

Others: Laptop computer

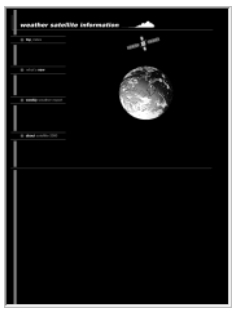
Others: News

Others: Pizza house

Others: Flight route

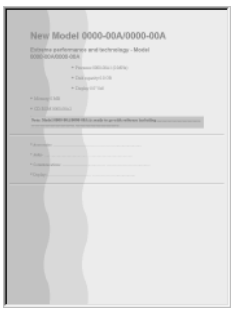


Others: Roll screen

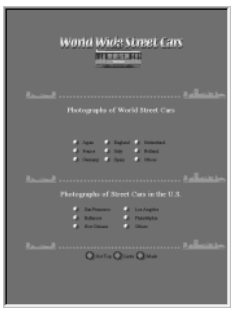


Others: Weather

Others: Catalog (blue)

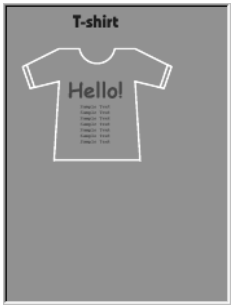


Others: Catalog (pink)



Others: Streetcars

Others: T-Shirt green



Others: T-Shirt pink

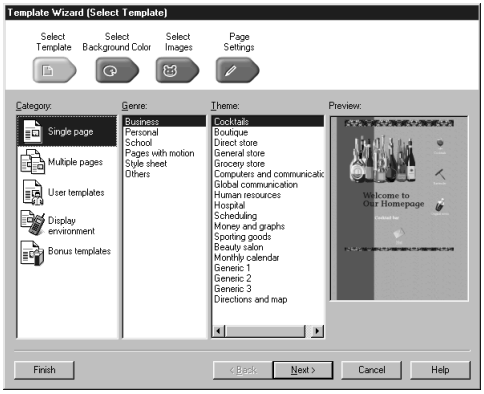
Others: T-Shirt yellow

How to use a single-page template

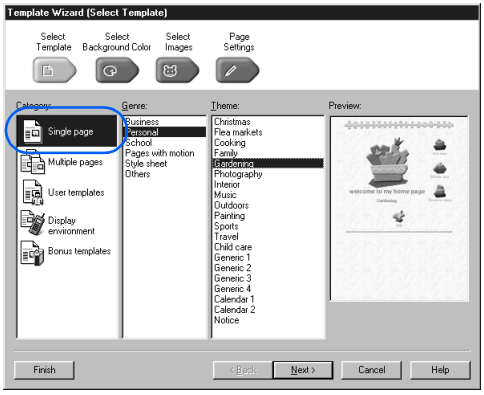
By using a single-page template, you can create a Web page that already contains elements such as a title and images.

- During operation, you can reset the template to its original setting by clicking the **Reset** button.
- In the following steps, you proceed from one dialog to the next by clicking the **Next** button. You can, however, click a dialog button to proceed directly to the desired dialog.

1. Click **File --> Template --> New Page from Template** on the menu bar. The Template Wizard (Select Template) dialog appears:

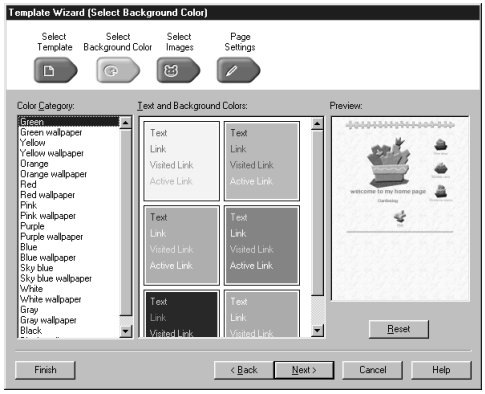


2. Select **Single page** from **Category**, and then select a genre and a theme. The selected template is displayed on the right side of the dialog.



3. Click the **Next** button (or the **Select Background Color** button). The Template Wizard (Select Background Color) dialog appears.

4. Change the items selected in the **Color Category** and the **Text and Background Colors** fields. The background color of the template changes accordingly.



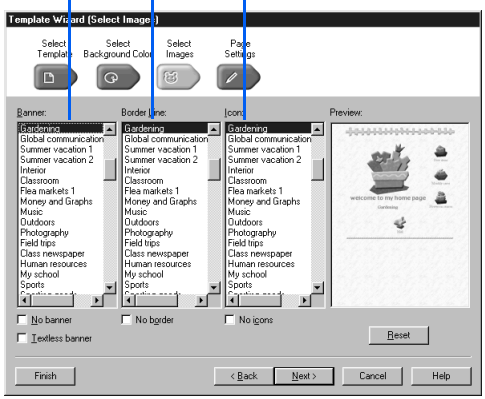
5. Click the **Next** button (or the **Select Images** button). The Template Wizard (Select Images) dialog appears.

6. Change the items selected in the **Banner**, **Border Line**, and the **Icon** fields as necessary. Each element changes accordingly.

Banner: An image that represents the topic of the Web page

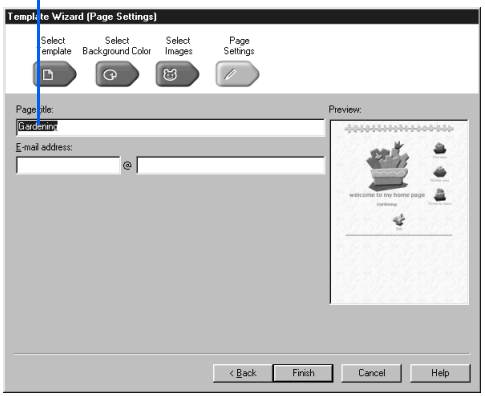
Border Line: A ruler image inserted on the page

Icon: An icon image inserted on the page



7. Click the **Next** button (or the **Page Settings** button). The Template Wizard (Page Settings) dialog appears. This dialog shows the title of the page created from this template.

Page title



8. To change the title of the page, overwrite the text in the **Page title** field.

9. To set a link on the mail icon on the top page, type your e-mail address in the **E-mail address** field. This field is optional.

10. Click the **Finish** button. A new page created from this template is displayed in the page editing area. This page has not been saved.

A new page created from the selected template

11. Click **File --> Save As** on the menu bar. The Save As dialog appears.

12. Specify the location and the file name of the HTML file to be saved, and then click the **Save** button. The Save Files dialog appears.

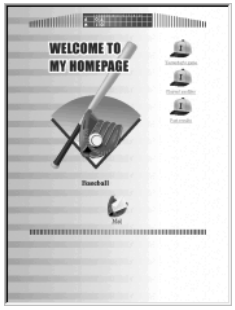
13. Click the **OK** button. All the files are saved in the specified folder.

Bonus templates

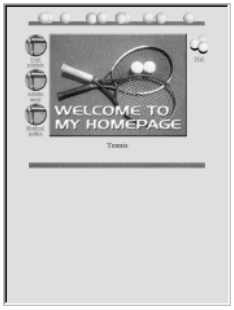
Homepage Builder provides the following bonus templates.

You can access the image files included in bonus templates by double-clicking the **Bonus templates** icon in the Site/Gallery View.

A list of bonus templates

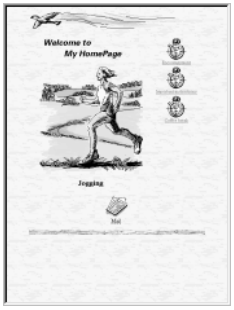


Sports: Baseball



Sports: Tennis

Sports: Bicycling

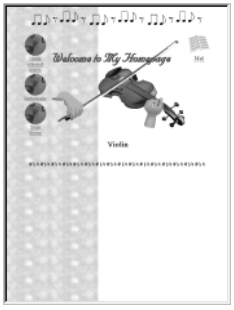


Sports: Jogging

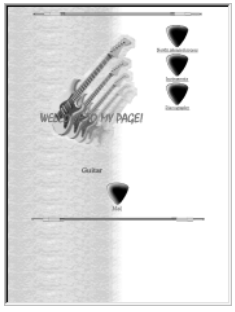
Sports: Snowboarding

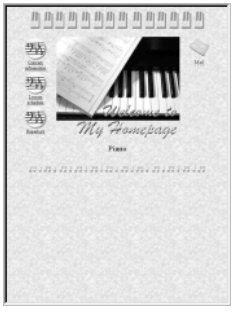
Sports: Surfing

Music: MIDI



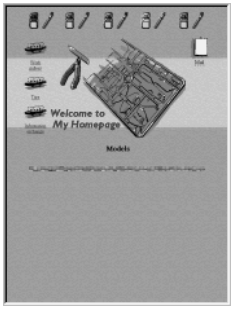
Music: Violin


Music: Guitar



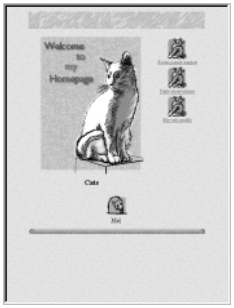
Music: Piano 1

Music: Piano 2

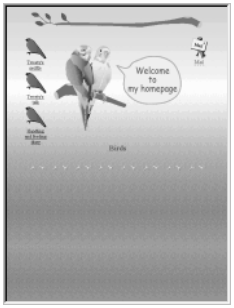


Hobbies: Models

Hobbies: Dogs

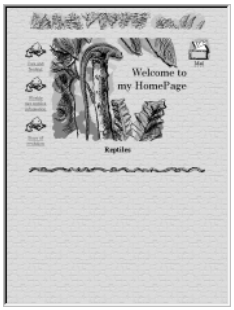


Hobbies: Cats

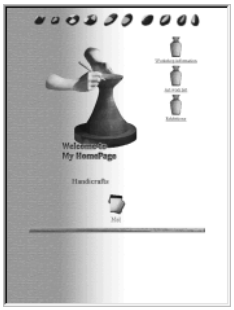


Hobbies: Birds

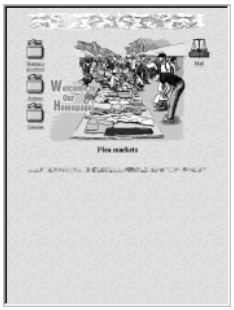
Hobbies: Tropical fish



Hobbies: Reptiles



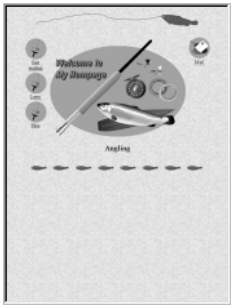
Hobbies: Handicrafts



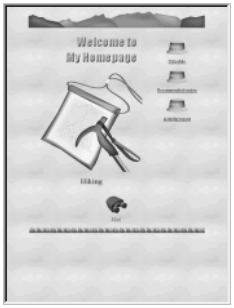
Hobbies: Flea markets

Culture: Photography

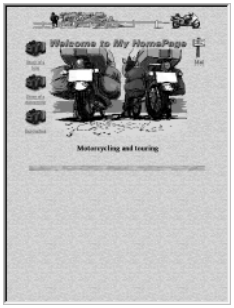
Travel and leisure: Bird-watching



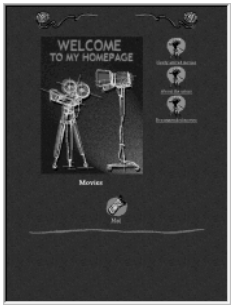
Travel and leisure: Angling



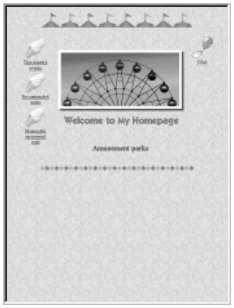
Travel and leisure: Hiking



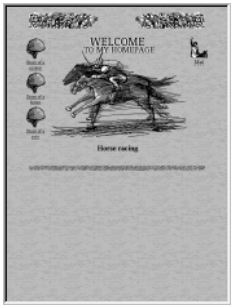
Travel and leisure: Motorcycling and touring



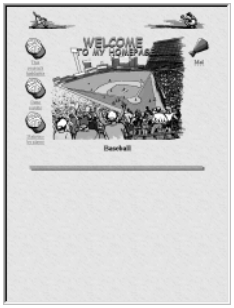
Entertainment: Movie



Entertainment: Amusement park



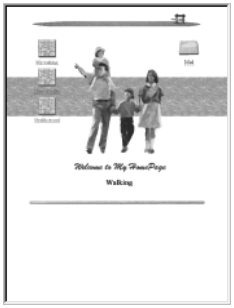
Entertainment: Horse racing



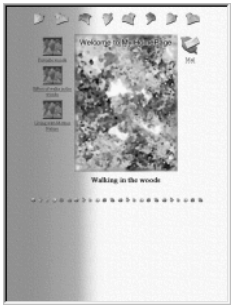
Entertainment: Baseball

Entertainment: Games

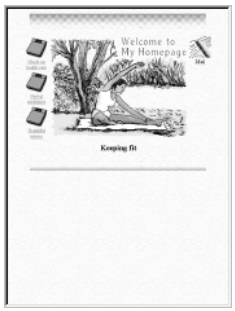
Health and beauty: Makeup



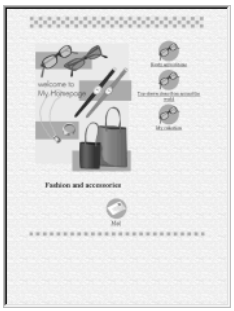
Health and beauty: Walking



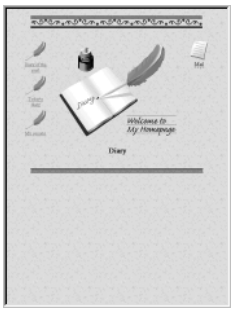
Health and beauty: Walking in the woods



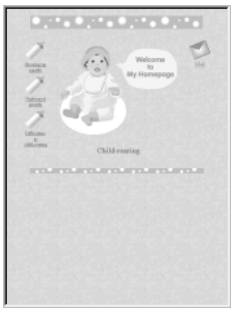
Health and beauty: Keeping fit



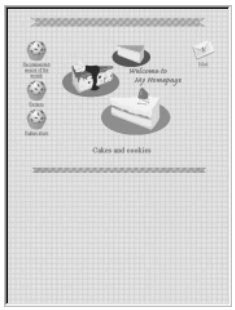
Health and beauty: Fashion and accessories



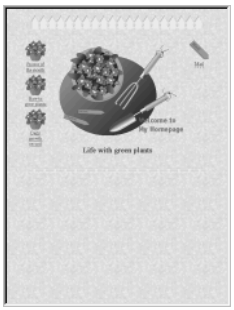
Life: Diary



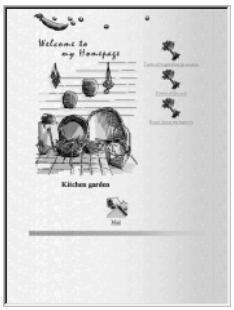
Life: Child-rearing



Life: Cakes and cookies



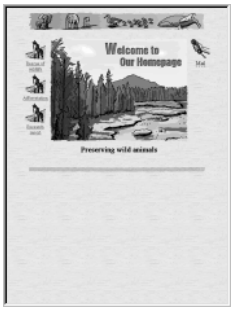
Life: Life with green plants



Life: Kitchen garden

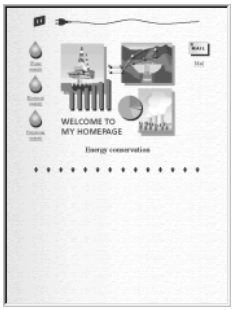
Ecology and nature: Dolphin

Ecology and nature: Whale

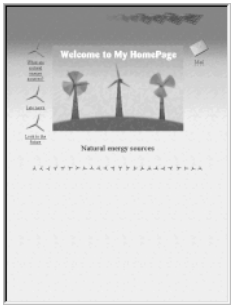


Ecology and nature: Preserving wild animals

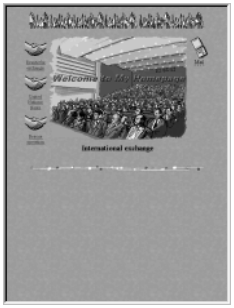
Ecology and nature: Global environment



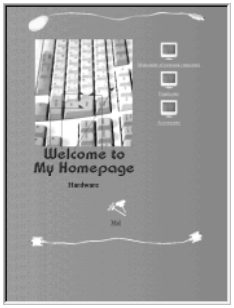
Ecology and nature: Energy conservation



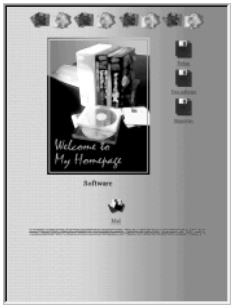
Ecology and nature:
Natural energy sources



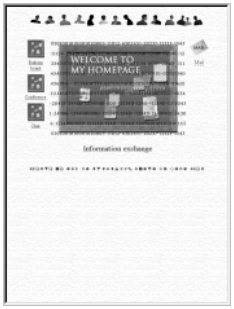
Ecology and nature:
International exchange



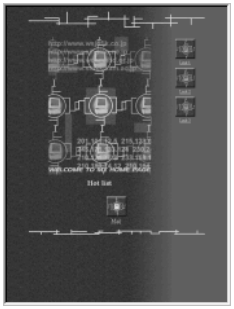
Computer: Hardware



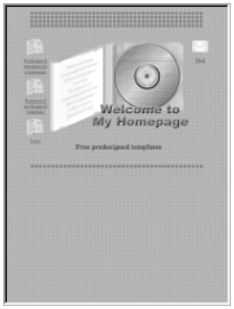
Computer: Software



Computer: Information exchange

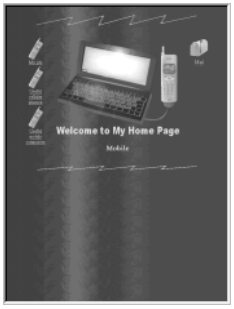


Computer: Hot list

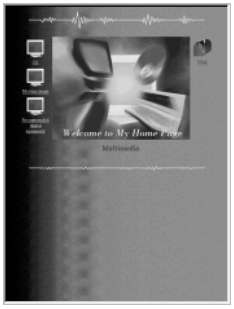


Computer: Free
predesigned templates

Computer: E-mail



Computer: Mobile



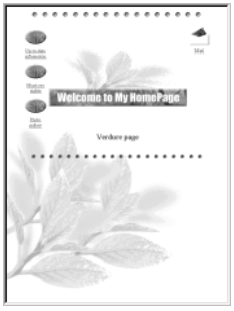
Computer: Multimedia

Seasons: Cherry blossoms 1

Seasons: Cherry blossoms 2

Seasons: Rape blossoms

Seasons: Verdure 1



Seasons: Verdure 2

Seasons: Clouds 1

Seasons: Clouds 2

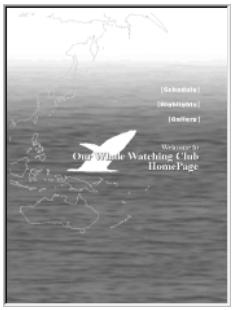
Seasons: Sunflower 1

Seasons: Sunflower 2

Seasons: Autumnal tints 1

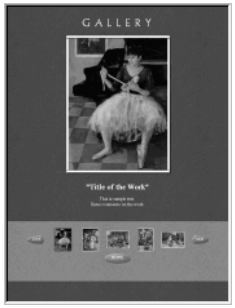
Seasons: Autumnal tints 2

Seasons: Sunset

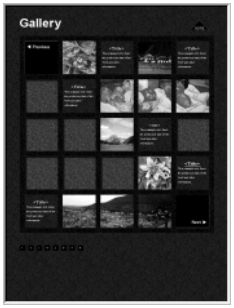


General: Whale watching club

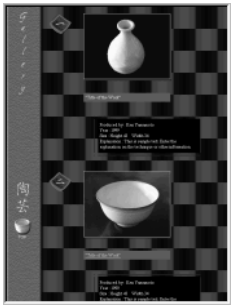
General: Modern dance



General: Gallery 1



General: Gallery 2



General: Gallery 3

Pages with motion: Canoe club

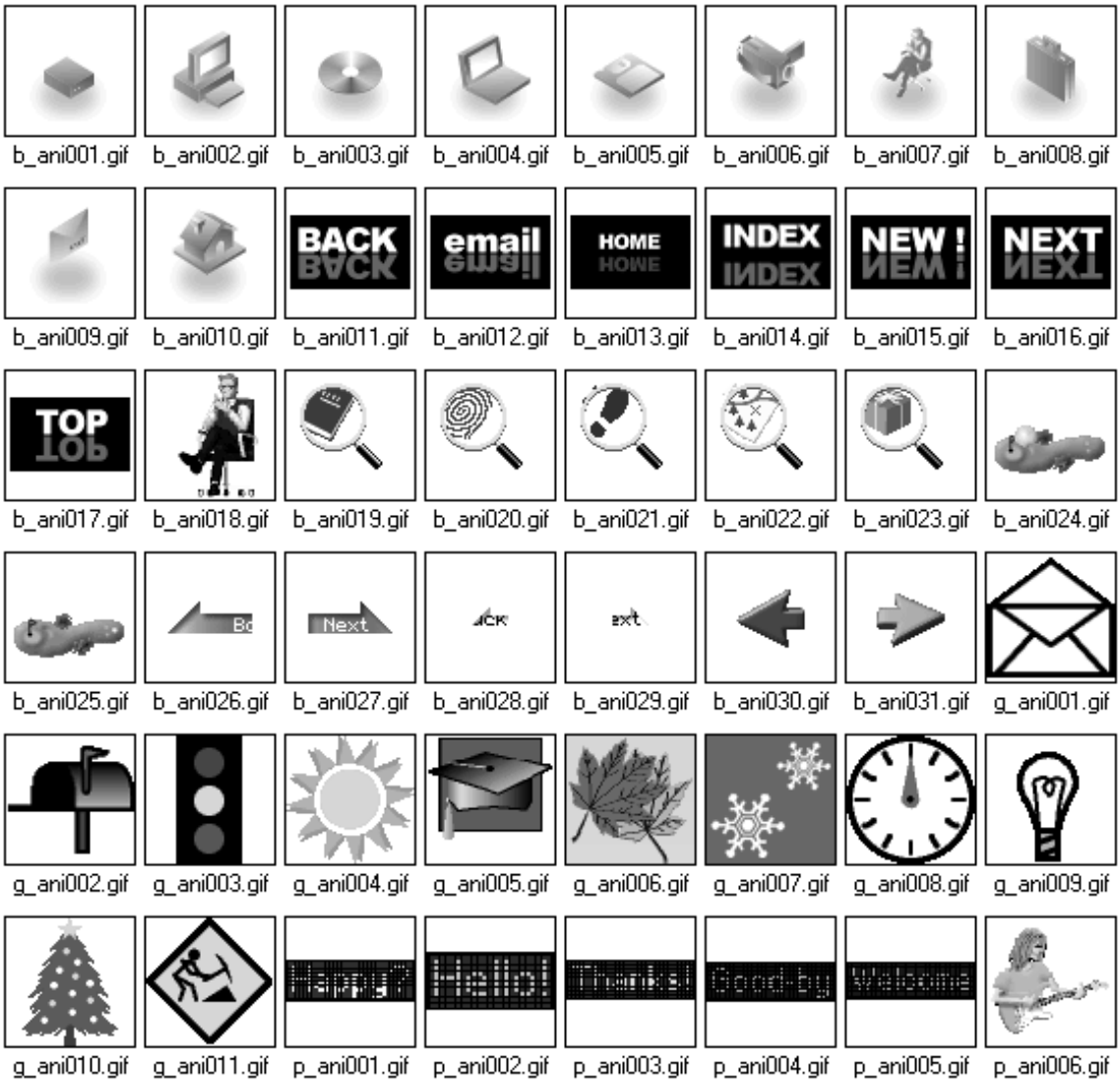
Materials for images

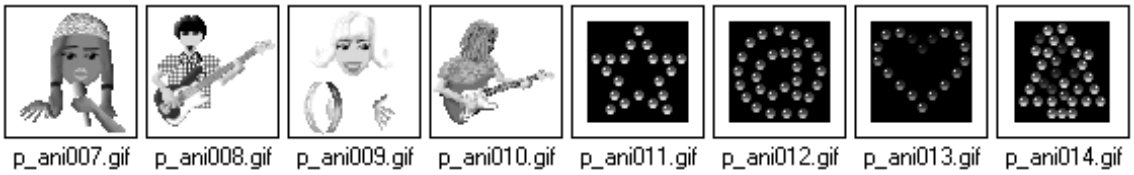
Homepage Builder provides many sample image files. They are included in either Sample Images or Templates.

In addition to the sample images listed in this section, you can use the images contained in the bonus templates. To access these images, double-click the **Bonus templates** icon in the Site/Gallery View.

A list of image files

Animations

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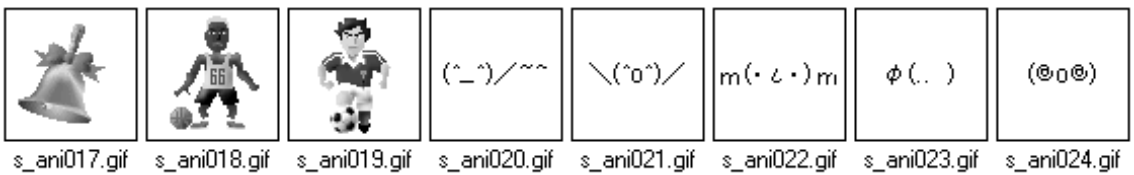
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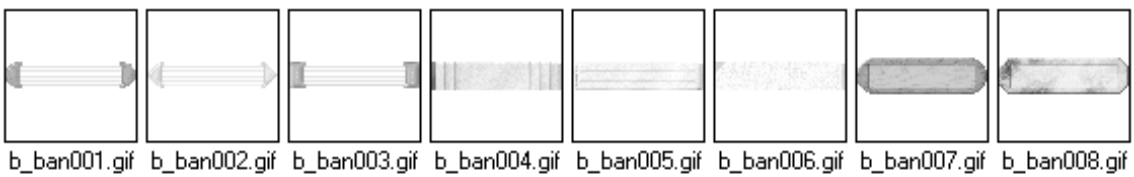
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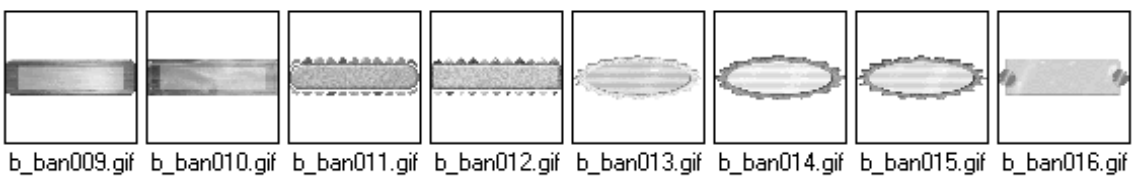
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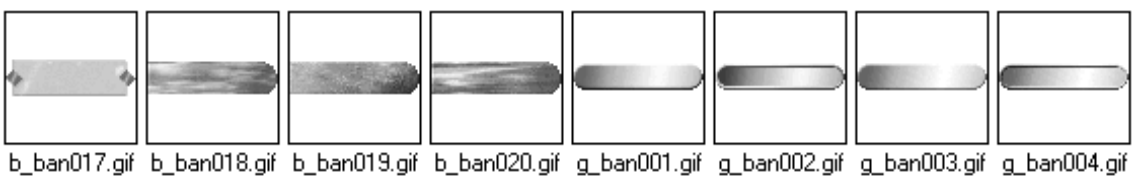
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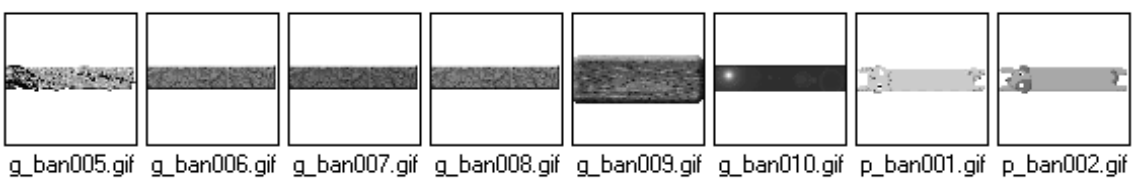
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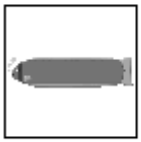
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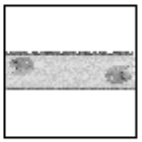
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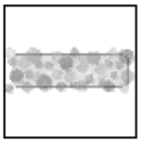
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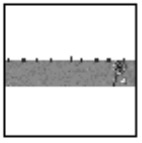
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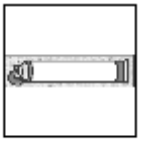
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s_ban004.gif

s_ban005.gif

art_b1.gif

art_b2.gif

athle_b1.gif

athle_b2.gif

baby_b1.gif

baby_b2.gif

bar_b1.gif

bar_b2.gif

beau_b1.gif

beau_b2.gif

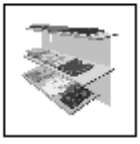
class_b1.gif

class_b2.gif

clin_b1.gif

clin_b2.gif

cloth_b1.gif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cluba_b2.gif

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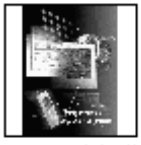
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compu_b2.gif

cook_b1.gif

cook_b2.gif

direc_b1.gif

direc_b2.gif

fami_b1.gif

fami_b2.gif

food_b1.gif

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gal_b1.gif

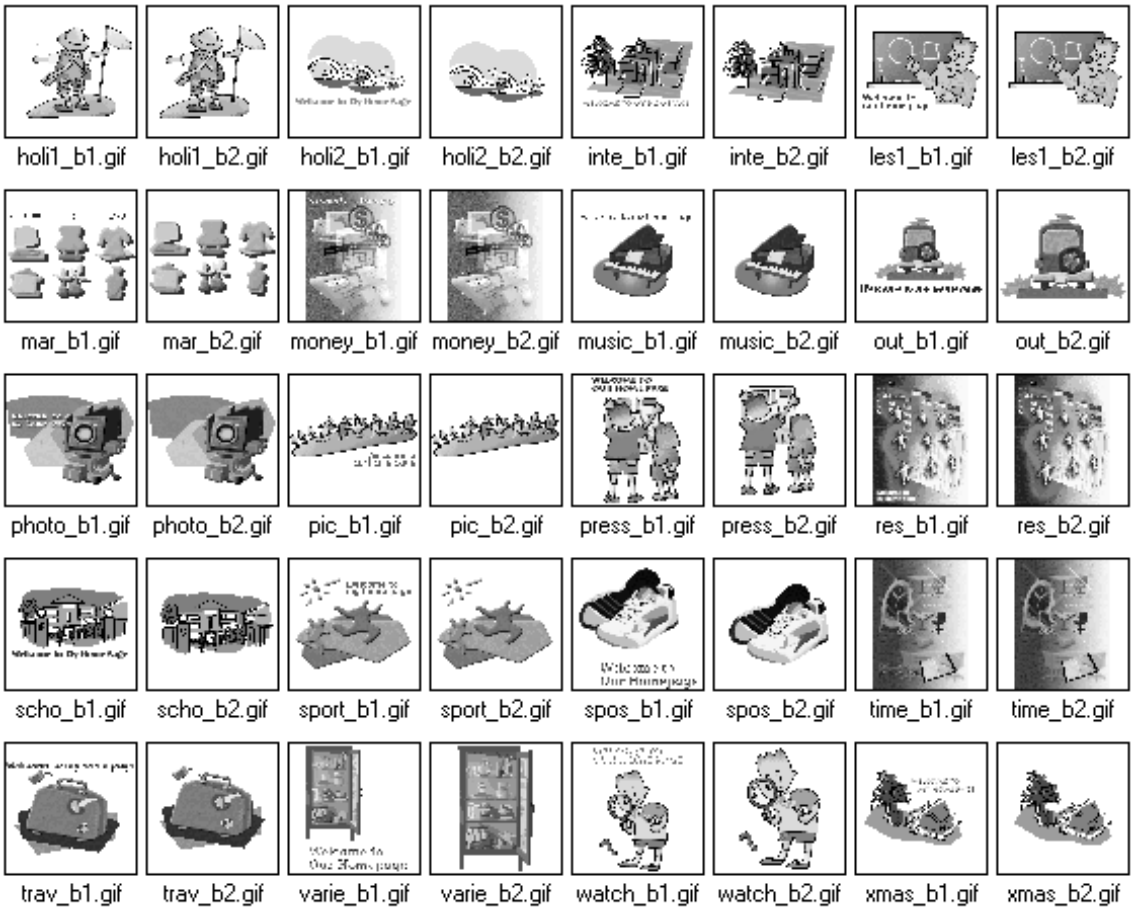
gal_b2.gif

garde_b1.gif

garde_b2.gif

globa_b1.gif

globa_b2.gif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holi2_b2.gif
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inte_b2.gif
les1_b1.gif
les1_b2.gif
mar_b1.gif
mar_b2.gif
money_b1.gif
money_b2.gif
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time_b2.gif
trav_b1.gif
trav_b2.gif
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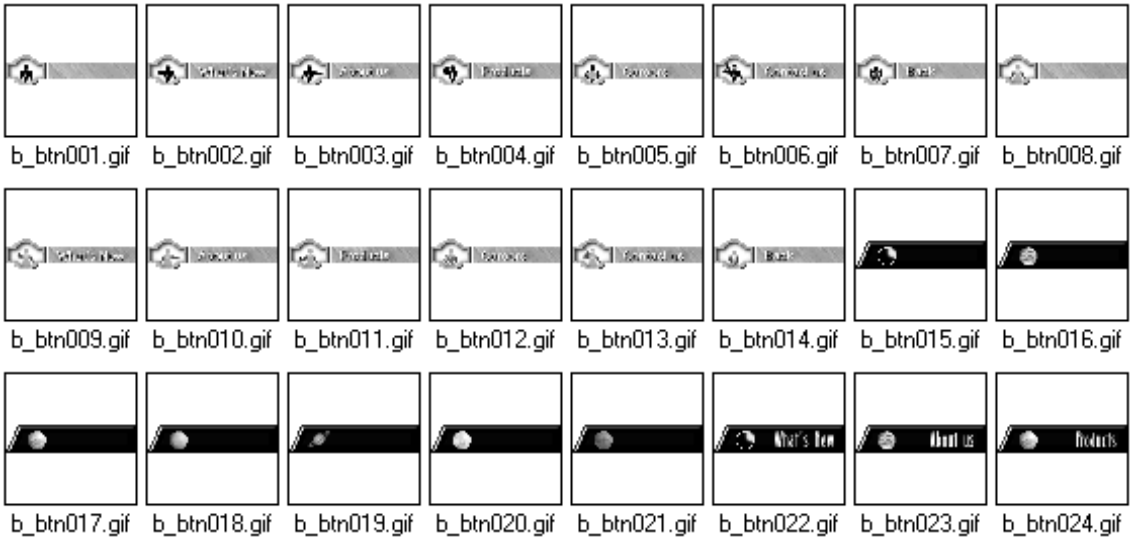
Buttons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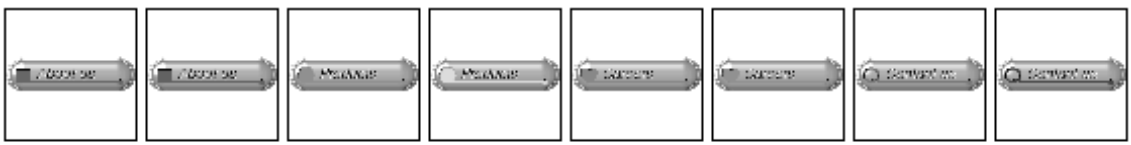

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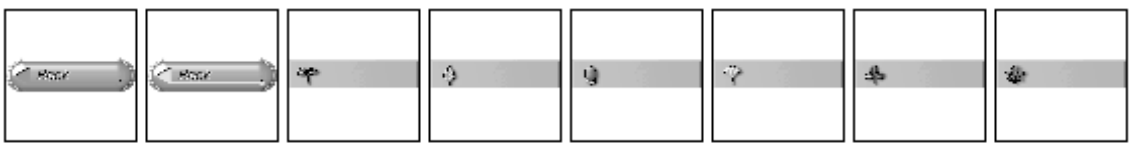

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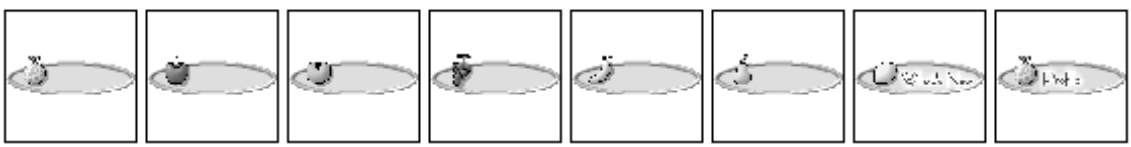

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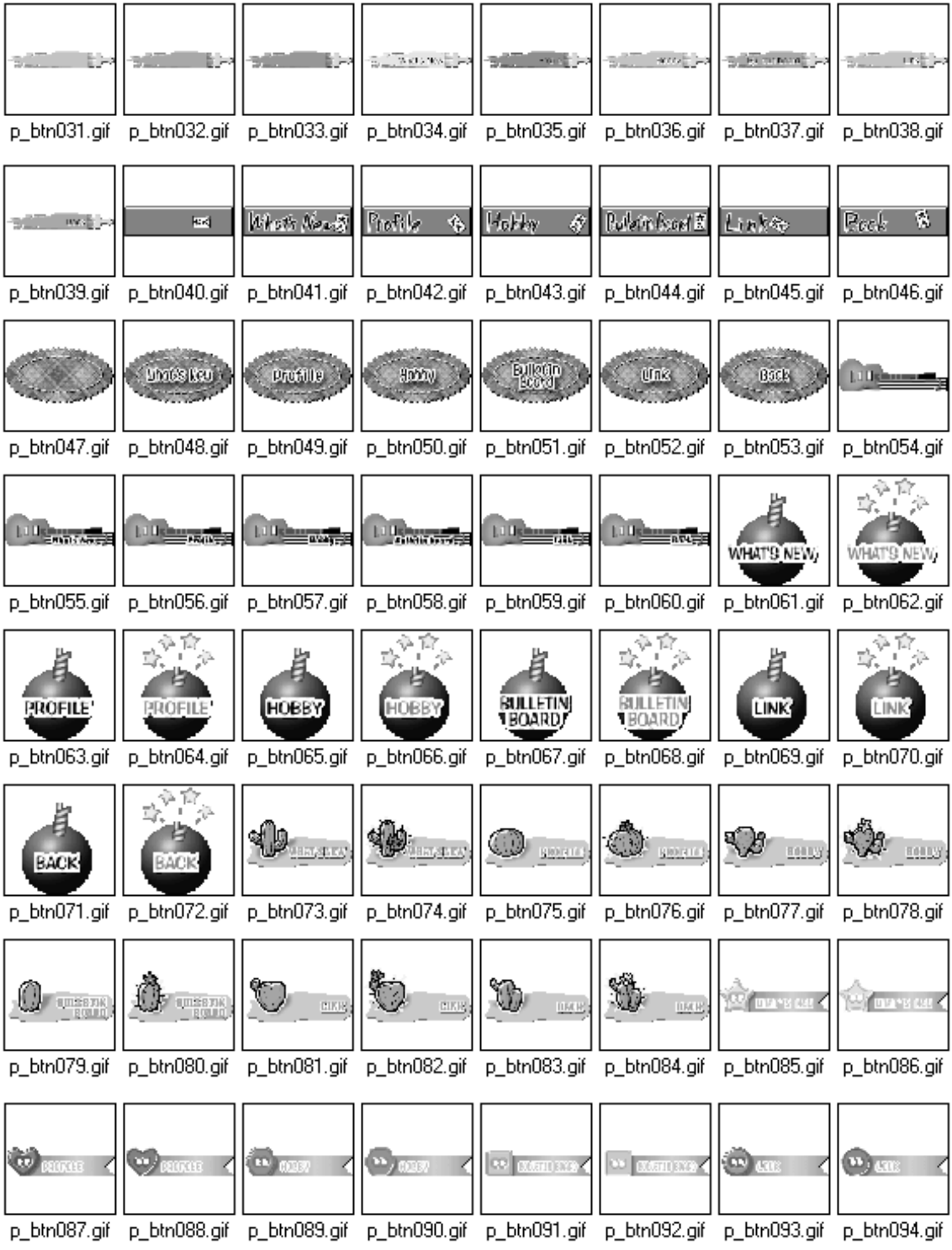
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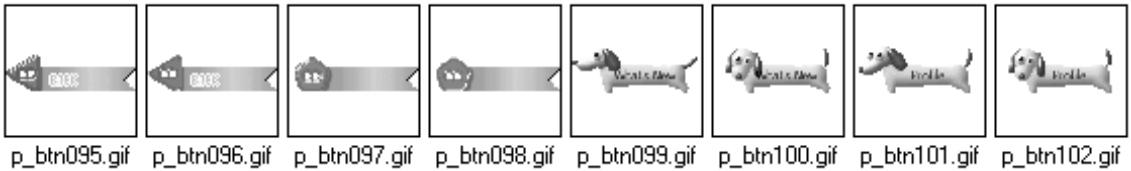
WHAT'S NEW
PROFILE
HOBBY
BULLETIN BOARD
LINK
BACK



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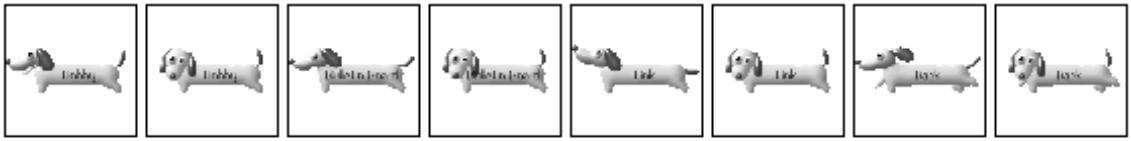

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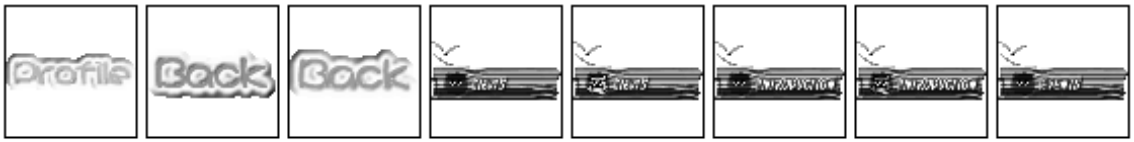

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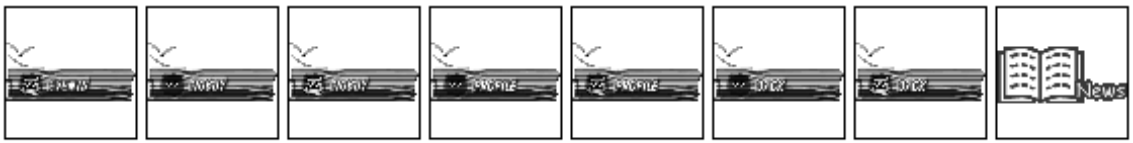

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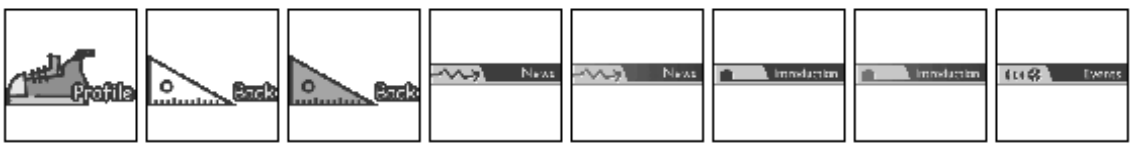

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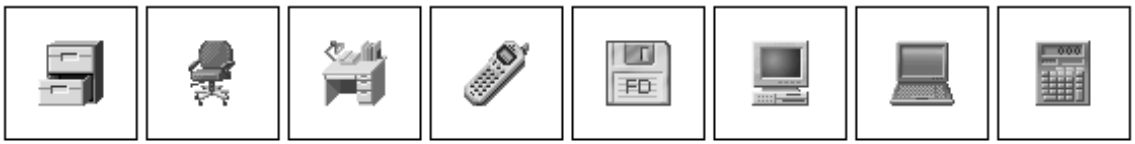
Icons



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clubb_i1.gif

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varie_tp.gif

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watch_i3.gif

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Illustrations

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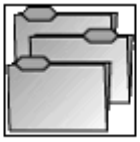
b_cut003.gif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b_cut027.gif

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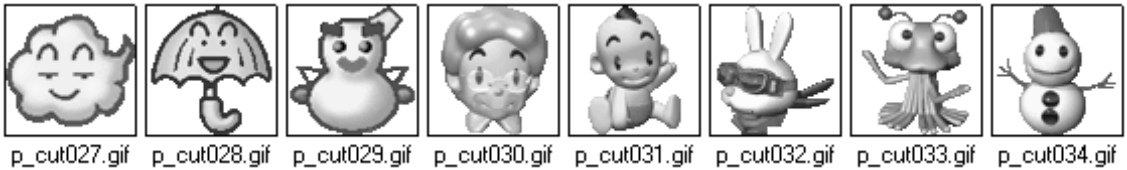
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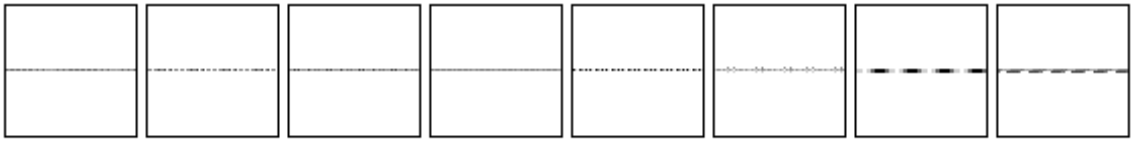
se_cut002.gif sp_cut001.gif sp_cut002.gif sp_cut003.gif

Lines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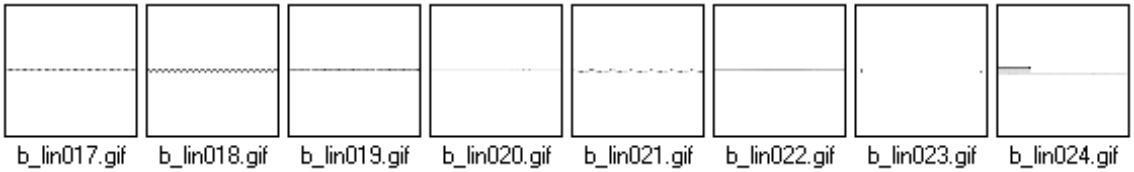
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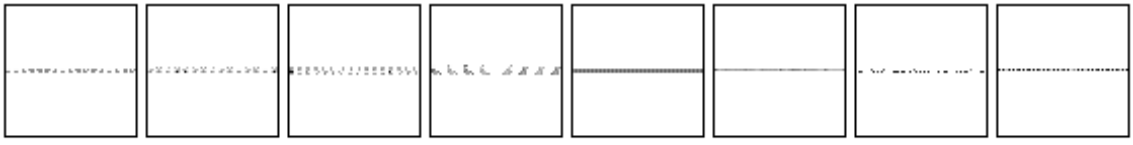
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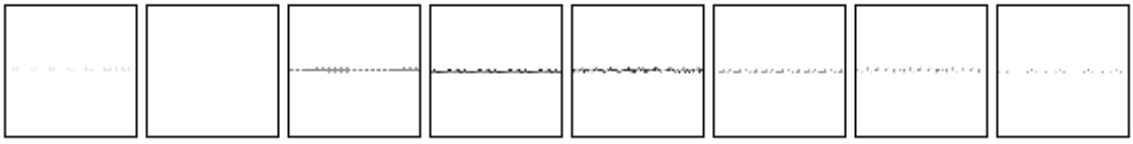
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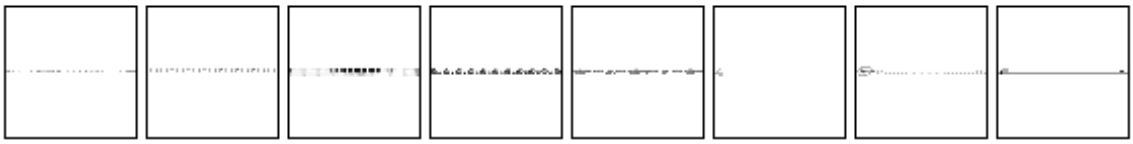
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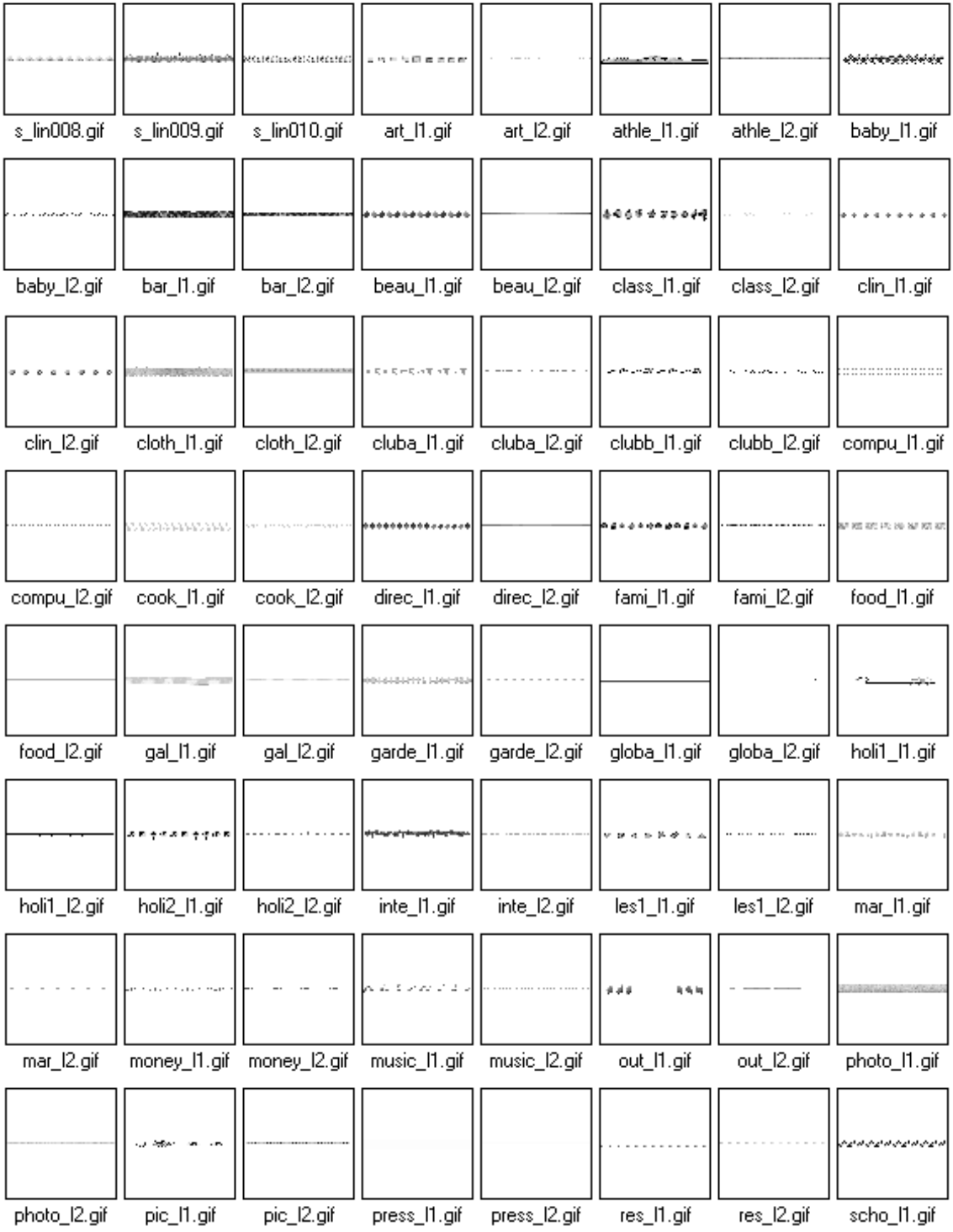
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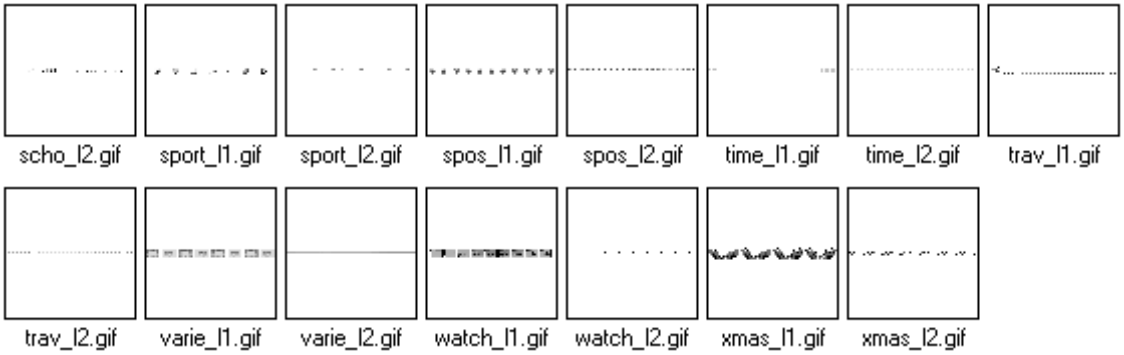
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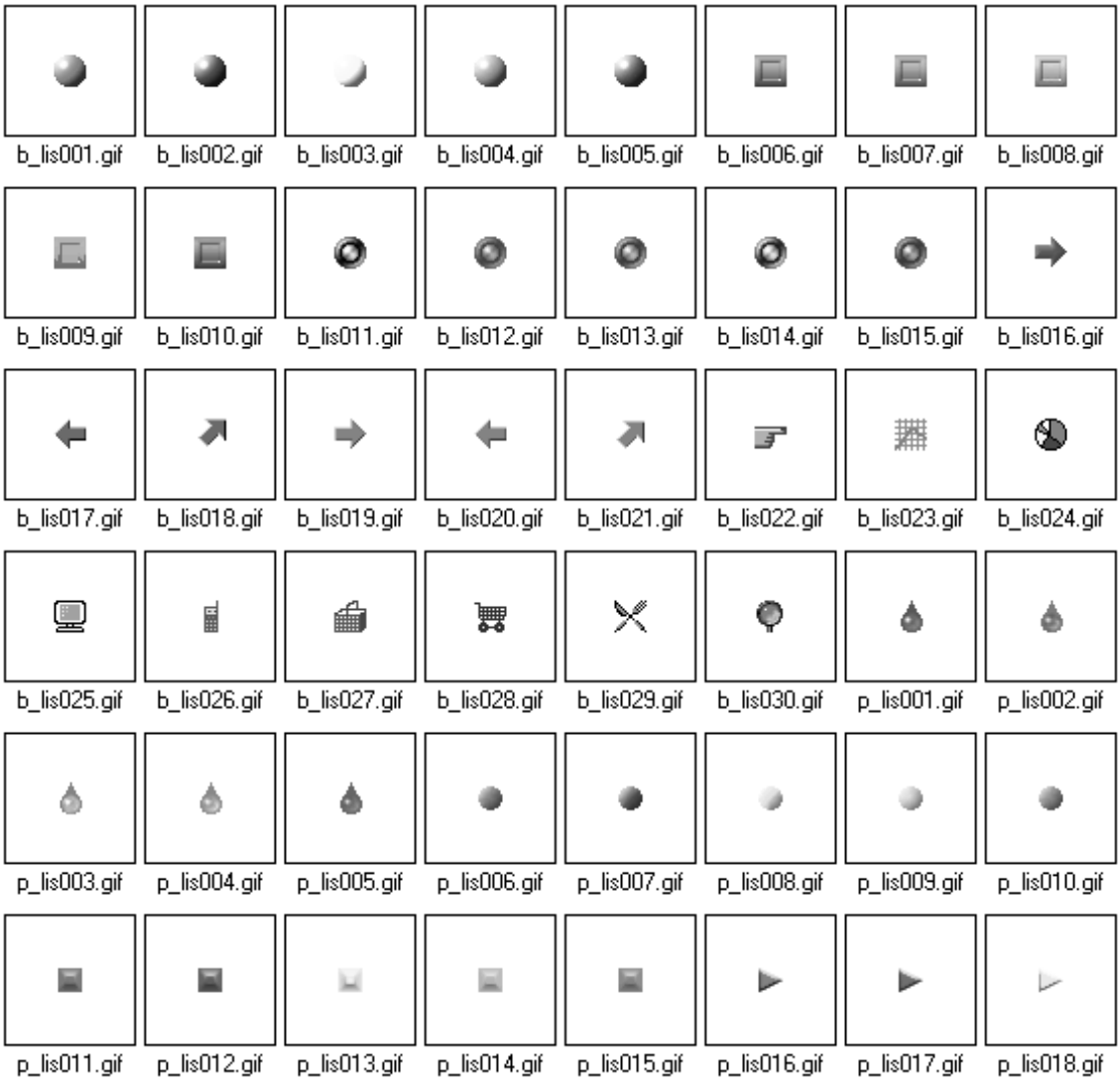
xmas_l1.gif
xmas_l2.gif

Listmarks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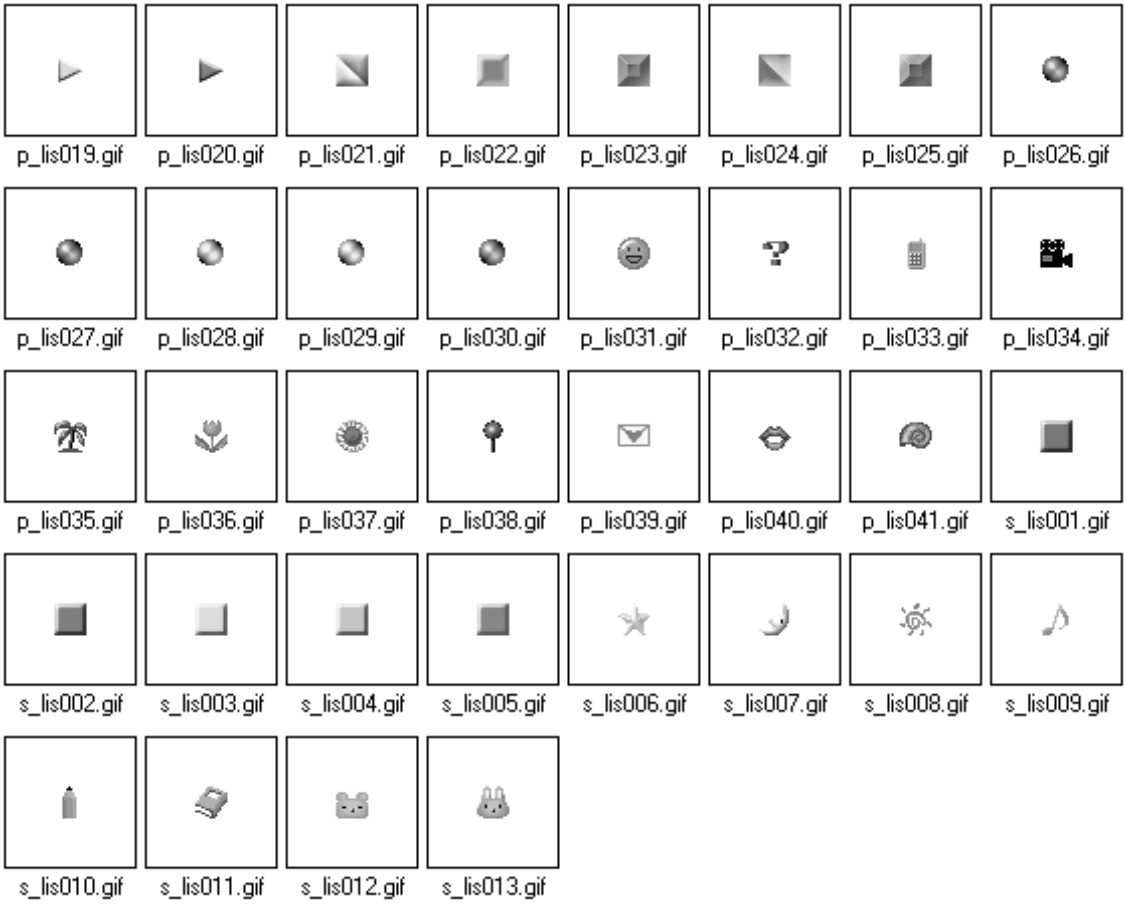
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Photos

photo001.jpg
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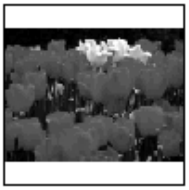
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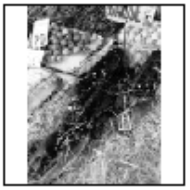
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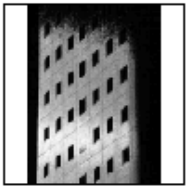
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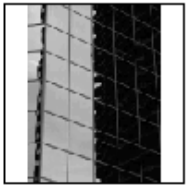
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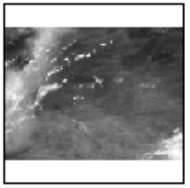
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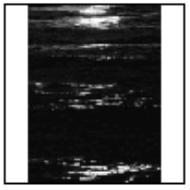
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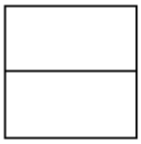
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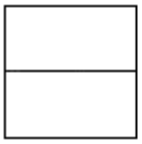
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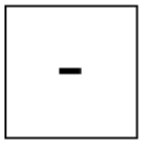
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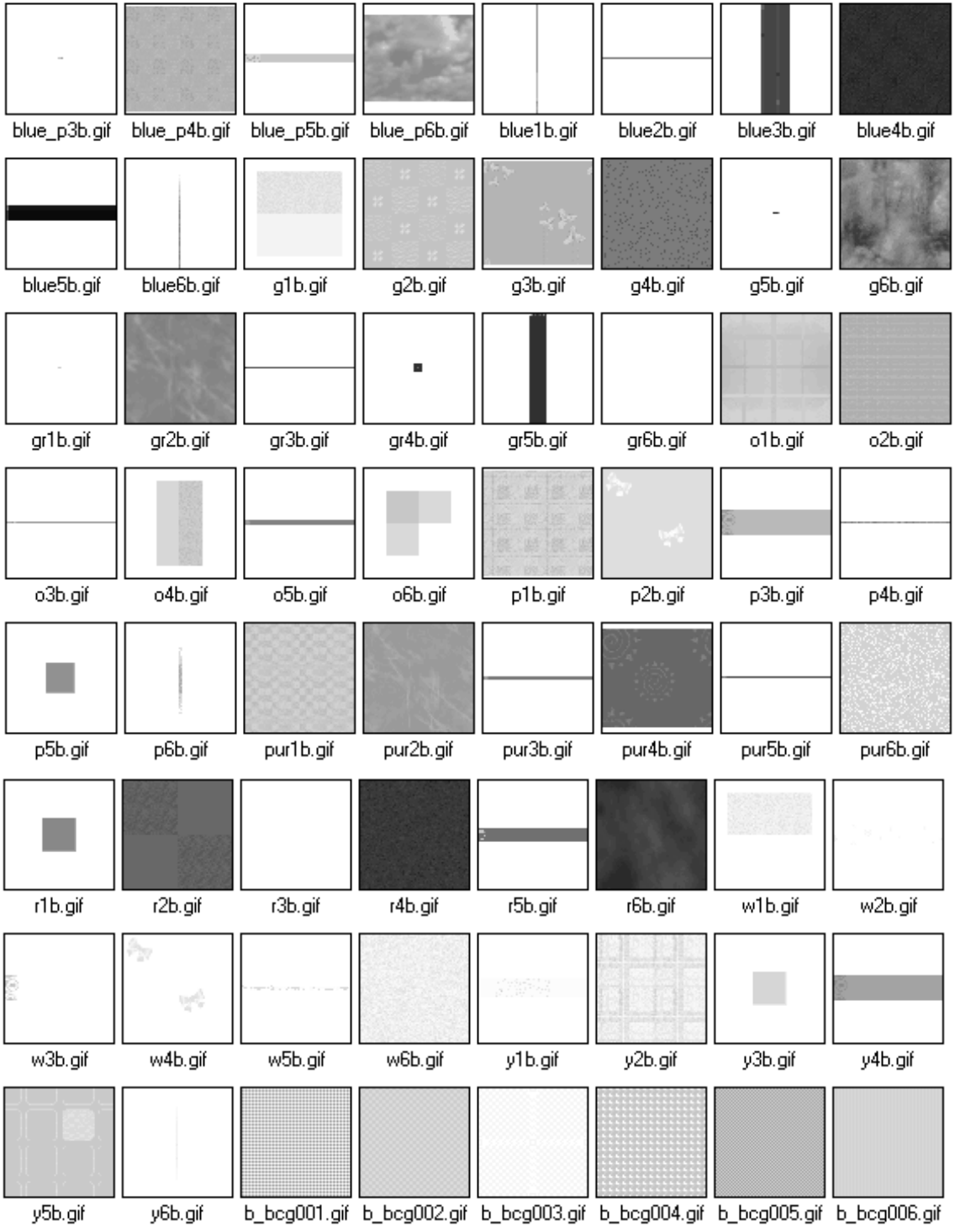
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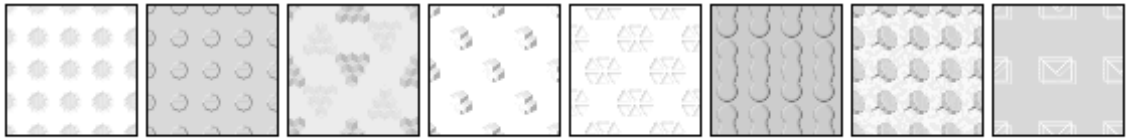
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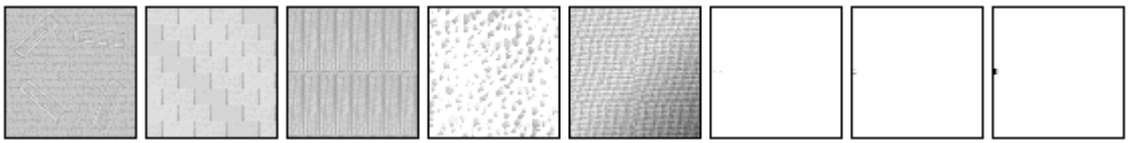
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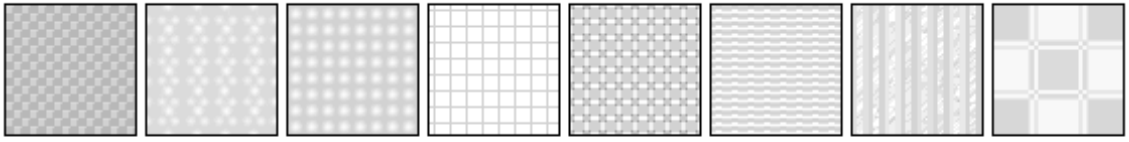
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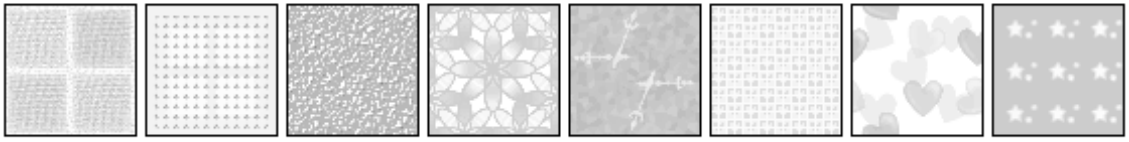
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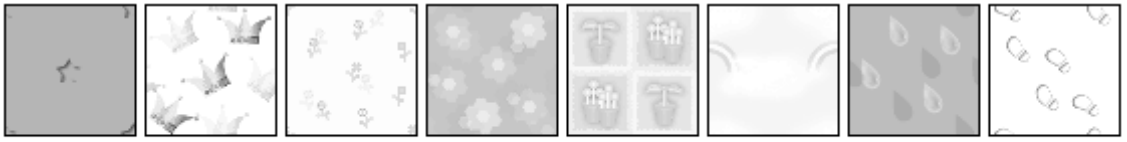
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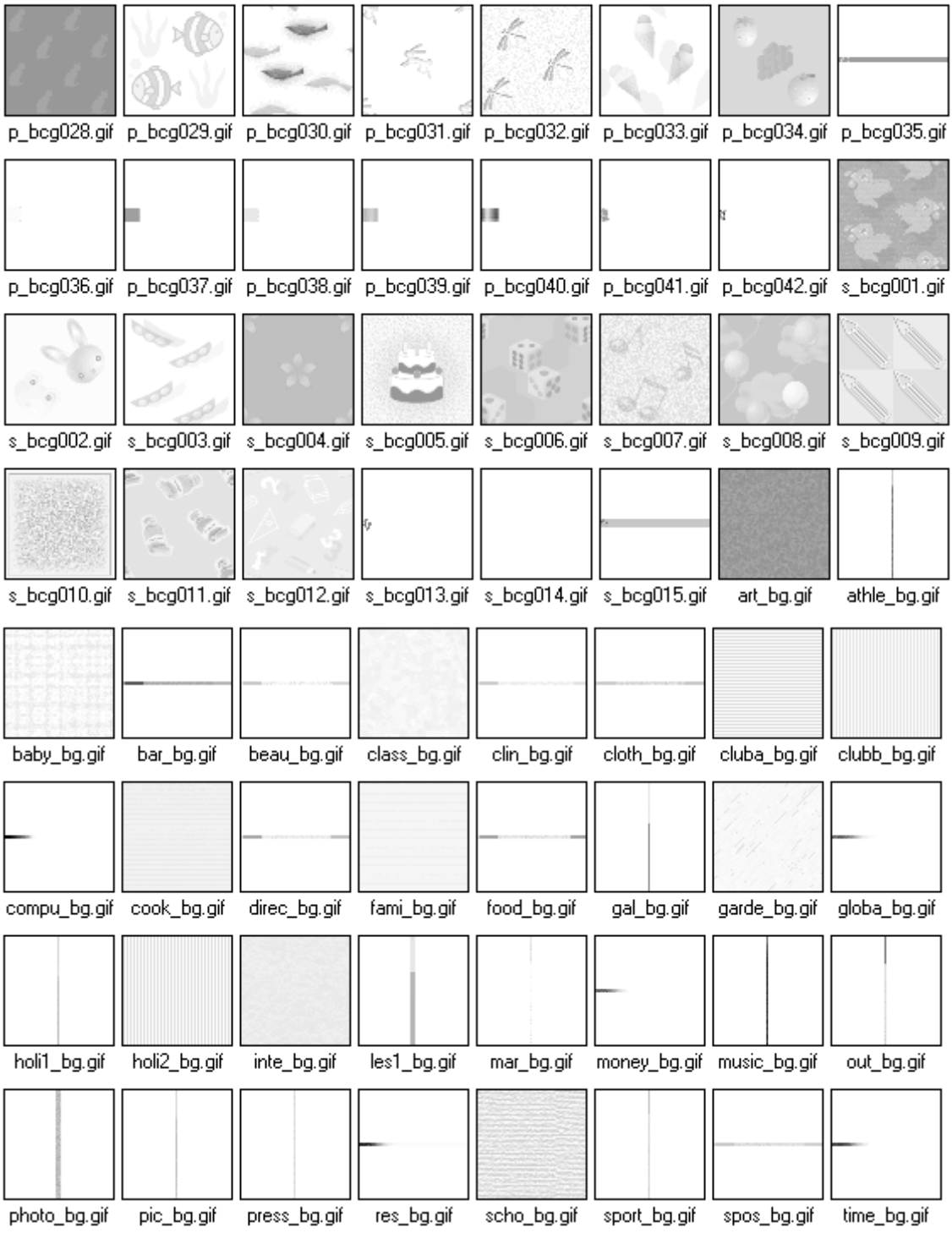
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globa_bg.gif
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mar_bg.gif
money_bg.gif
music_bg.gif
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pic_bg.gif
press_bg.gif
res_bg.gif
scho_bg.gif
sport_bg.gif
spos_bg.gif
time_bg.gif

trav_bg.gif

varie_bg.gif

watch_bg.gif

xmas_bg.gif

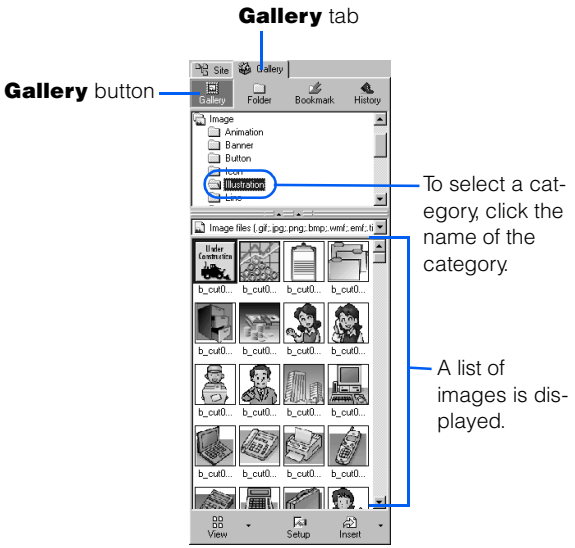
How to insert an image file from the Gallery

To insert an image included in the Gallery into your page, do the following:

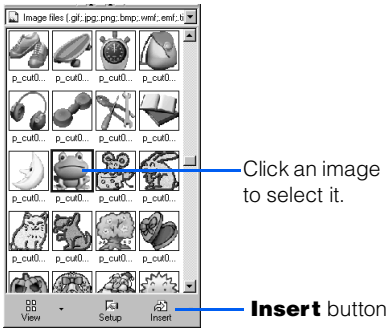
HTML <IMG src= >

1. On the **Gallery** tab in the Site/Gallery View, click the **Gallery** button [Gallery]. On the upper part of the **Gallery** tab, a list of categories for the materials provided by Homepage Builder appears.

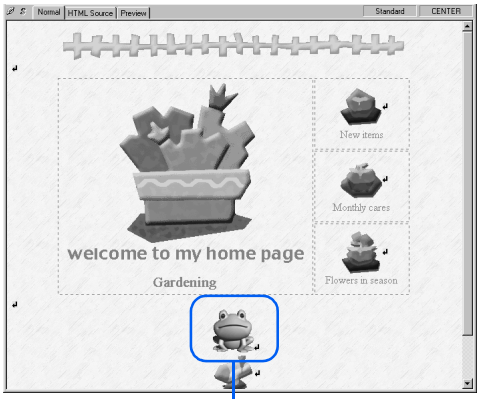
2. Under **Image**, select a category of images. On the lower part of the **Gallery** tab, the thumbnails of images in the selected category appear.



3. Click the image you want to insert into your page.



4. Click the **Insert** button [Insert]. The selected image is inserted at the cursor position on the page being edited.



The selected image has been inserted.

- There is another way to insert an image file from the Gallery: Click **Insert --> Image File --> From Gallery** on the menu bar.
- To insert an image file not included in the Gallery: Click **Insert --> Image File --> From File** on the menu bar; or click the **Folder** button on the **Gallery** tab, and then select an image file.
- To load an image file from a TWAIN-compliant device (such as a digital camera): Click **Insert --> Image File --> From TWAIN Device** on the menu bar.
- To insert an image file on the Internet: Click **Insert --> Image File --> From URL** on the menu bar.

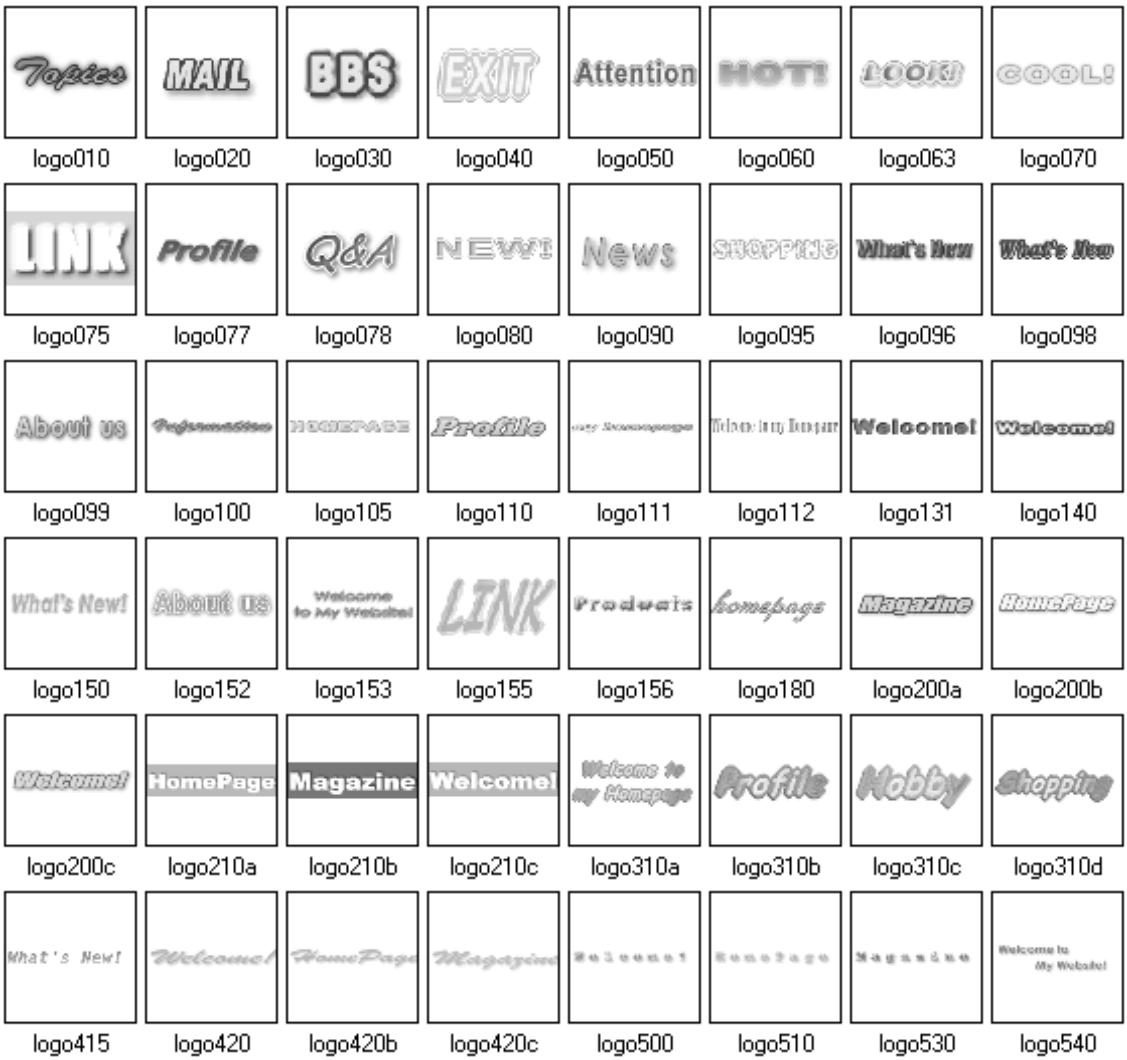
Materials for WebArt-format images

Homepage Builder includes many sample image files created by WebArt Designer, one of the image creation tools provided by Homepage Builder. These files are in a special file format called *WebArt format*.

For instructions on how to use WebArt Designer, see Chapter 17.

A list of image files in WebArt format

Logos



logo600a logo600b logo600c logo600d logo600e logo600f logo600g logo615

logo620 logo630 logo640 logo710a logo710b logo710c logo720a logo720b

logo720c logo720d logo730a logo730b logo730c logo730d logo730e logo750a

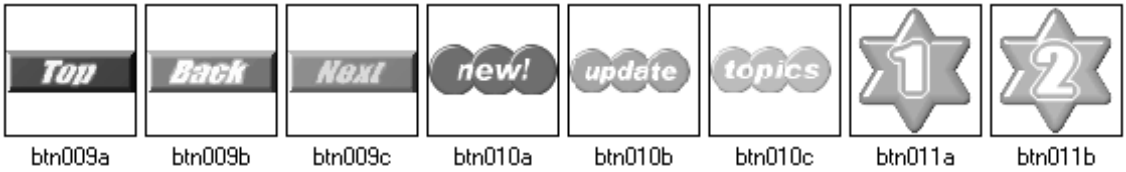
logo750b logo750c logo751a logo751b logo751c logo815a logo920a logo920b

logo920c logo930a logo930b logo940 logo970 logo971 logo972 logo980

logo981 logo982 logo983 logo984 logo985 logo986 logo987 logo988

logo989 logo990 logo991

Buttons



btn009a btn009b btn009c btn010a btn010b btn010c btn011a btn011b

btn011c btn012a btn012b btn012c btn013a btn013b btn013c btn014a

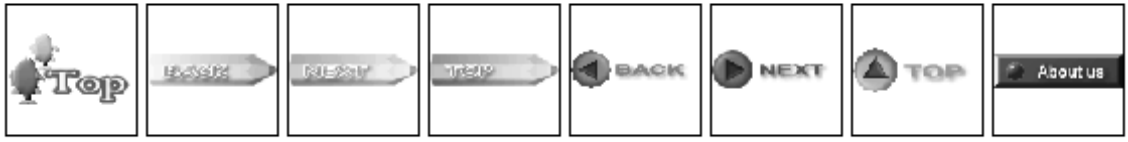
btn014b btn014c btn015a btn015b btn015c btn017a btn017b btn017c

btn030a btn030b btn030c btn032a btn032b btn032c btn041a btn041b

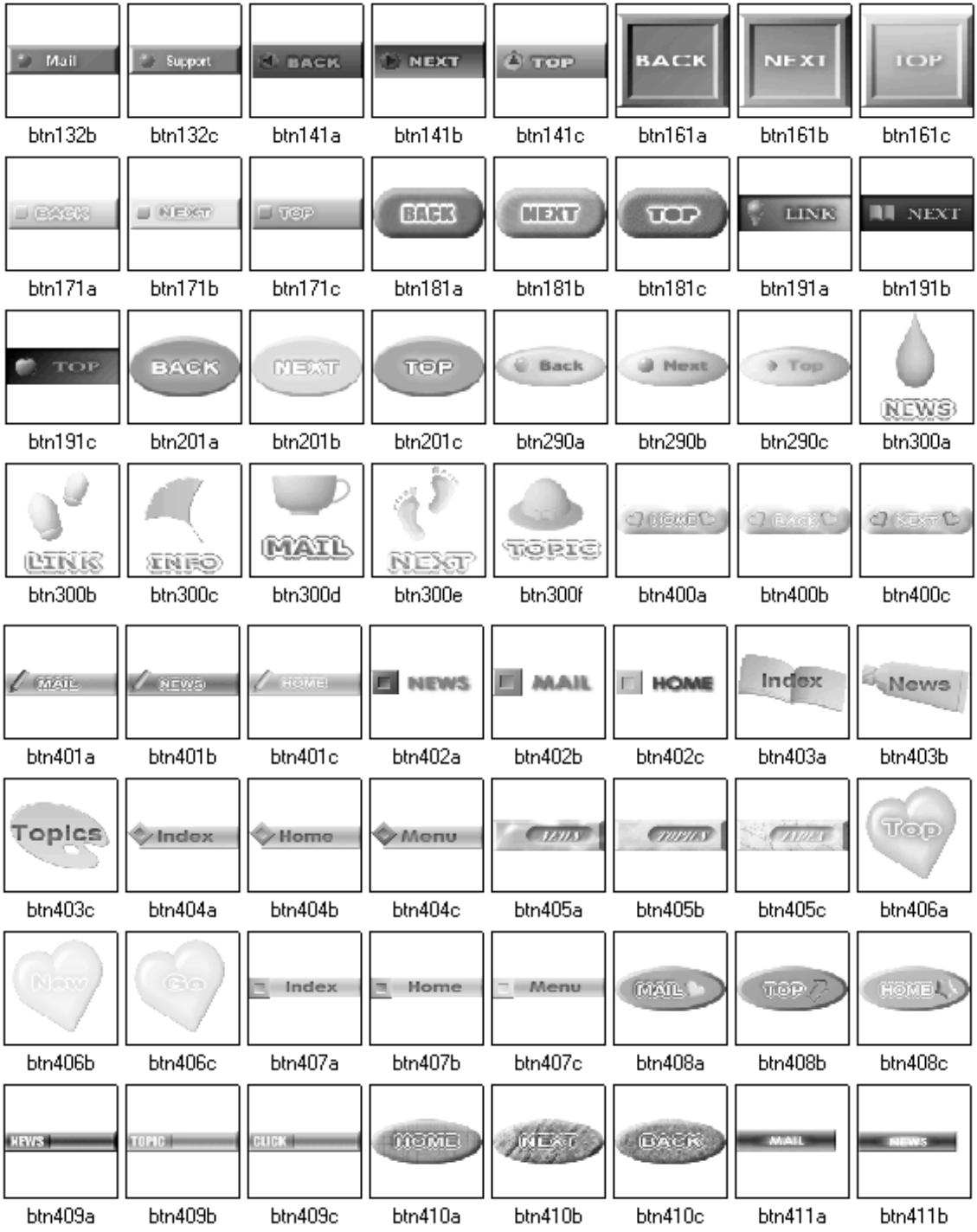
btn041c btn042a btn042b btn042c btn051a btn051b btn051c btn060a

btn060b btn060c btn061a btn061b btn061c btn071a btn071b btn071c

btn081a btn081b btn081c btn101a btn101b btn101c btn115a btn115b



btn115c btn121a btn121b btn121c btn131a btn131b btn131c btn132a



btn132b btn132c btn141a btn141b btn141c btn161a btn161b btn161c

btn171a btn171b btn171c btn181a btn181b btn181c btn191a btn191b

btn191c btn201a btn201b btn201c btn290a btn290b btn290c btn300a

btn300b btn300c btn300d btn300e btn300f btn400a btn400b btn400c

btn401a btn401b btn401c btn402a btn402b btn402c btn403a btn403b

btn403c btn404a btn404b btn404c btn405a btn405b btn405c btn406a

btn406b btn406c btn407a btn407b btn407c btn408a btn408b btn408c

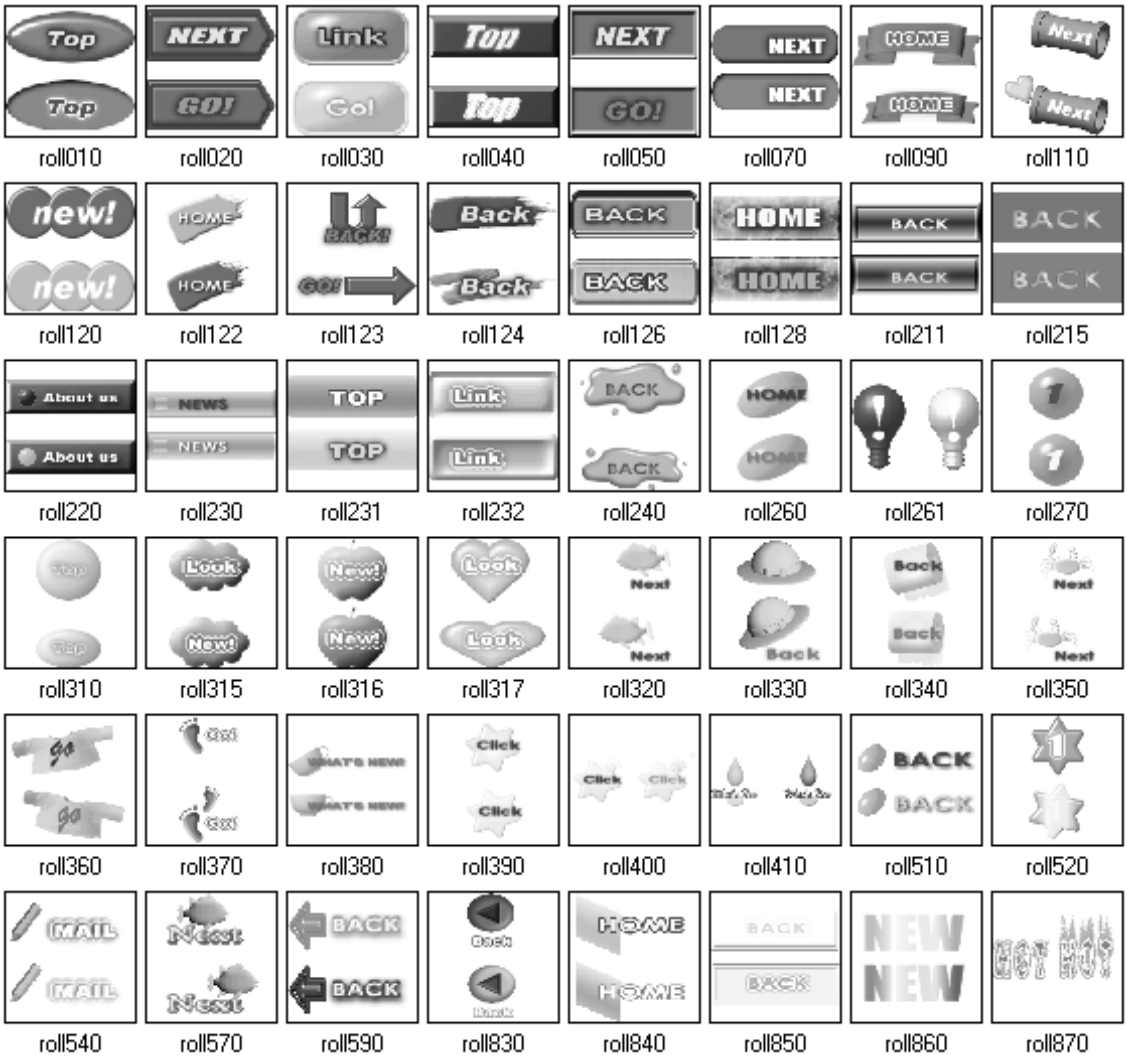
btn409a btn409b btn409c btn410a btn410b btn410c btn411a btn411b

btn411c btn412a btn412b btn412c btn413a btn413b btn413c btn414a

btn414b btn414c btn415a btn415b btn415c

Rollover images

The following images are displayed when you start WebArt Designer and click the **Rollover** button on the **WebArt Gallery** tab.



roll010 roll020 roll030 roll040 roll050 roll070 roll090 roll110

roll120 roll122 roll123 roll124 roll126 roll128 roll211 roll215

roll220 roll230 roll231 roll232 roll240 roll260 roll261 roll270

roll310 roll315 roll316 roll317 roll320 roll330 roll340 roll350

roll360 roll370 roll380 roll390 roll400 roll410 roll510 roll520

roll540 roll570 roll590 roll830 roll840 roll850 roll860 roll870

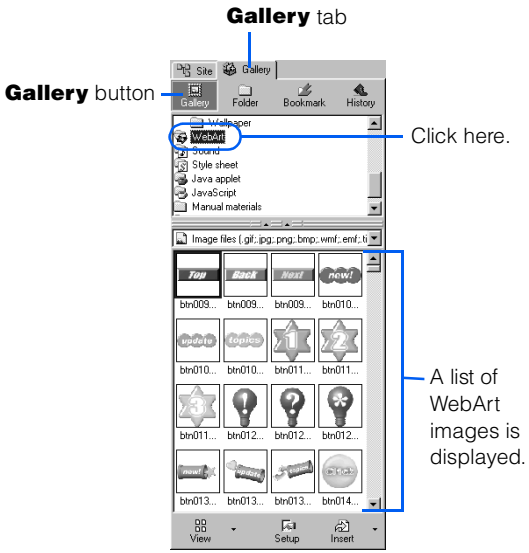
How to insert a WebArt-format image

To insert an image file in WebArt format into your page, do the following:

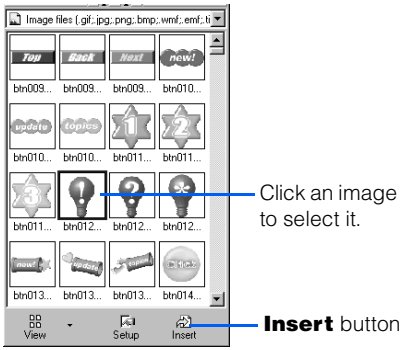
HTML <IMG src= >

1. On the **Gallery** tab in the Site/Gallery View, click the **Gallery** button Gallery. On the upper part of the **Gallery** tab, a list of categories for the materials provided by Homepage Builder appears.

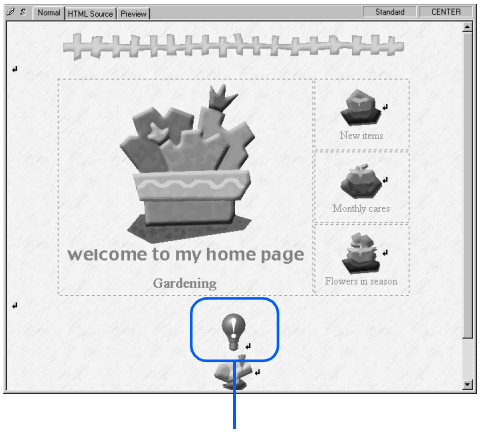
2. Click **WebArt**. On the lower part of the **Gallery** tab, thumbnails of WebArt images appear.



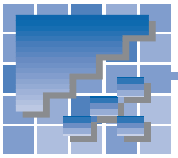
3. Click the image you want to insert into your page.



4. Click the **Insert** button Insert. The selected image is inserted at the cursor position on the page being edited.



- The file format of the WebArt image inserted is automatically converted from WebArt (*.mif) to GIF or JPEG.
- There is another way to insert a WebArt image file from the Gallery: Click **Insert --> Image File --> From Gallery** on the menu bar.



Materials for sounds

Homepage Builder provides several sample sound files.

A list of sound files

Type of sound		File name
Personal	Sports	sports1.mid
	Casual	casual.mid
	Relax (piano)	relax.mid
	Travel	travel.mid
	Hobby	hobby.mid
	Cooking	cooking.mid
	Baby (music box)	baby.mid
	Pet	pet.mid
	Mystery	mystery.mid
Business	Presentation	presen.mid
	Information	info.mid
	Event	event.mid
	Manufacturing, technology	factory.mid
	News	news.mid
School	Athletic meet (sports)	sports2.mid
	Picnic	picnic.mid
	Science experiment	science.mid
	History	history.mid

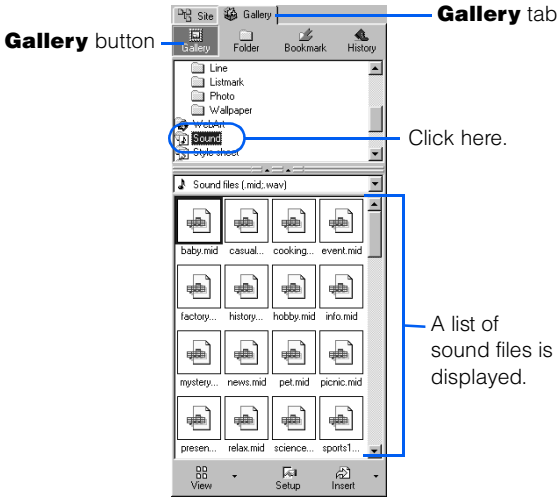
How to insert a sample sound file

To insert a sound file from the Gallery as background music, do the following:

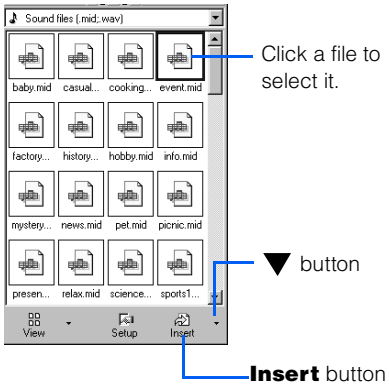
HTML <EMBED src=>

1. On the **Gallery** tab in the Site/Gallery View, click the **Gallery** button Gallery. On the upper part of the **Gallery** tab, a list of categories for the materials provided by Homepage Builder appears.

2. Click **Sound**. On the lower part of the **Gallery** tab, thumbnails of sound files appear.



3. Click a sound file.



4. Click the ▼ button next to the **Insert** button Insert, and then select **Play** from the pop-up menu. A program associated with the selected sound file is started, and you can play back the selected sound file.

To play back a sound file, you need a sound card installed in your computer.

5. Repeat steps *3* and *4* until you find the sound file you want to use.

6. Select that sound file, and then click the **Insert** button Insert. The selected file is inserted into your page as background music.

- There is another way to insert a sound file from the Gallery as background music: Click **Insert --> Background Music --> From Gallery** on the menu bar.
- To insert a sound file not included in the Gallery: Click **Insert --> Background Music --> From File** on the menu bar; or click the **Folder** button on the **Gallery** tab, and then select a sound file.

Materials for style sheets

A style sheet controls the appearance of elements on your page—such as the font and color. You can either embed a style sheet into your page (HTML file) or prepare a separate style sheet file and set a link to it from your page. Homepage Builder provides several sample style sheet files.

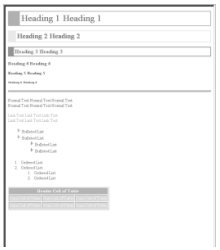
For details on style sheets, see Chapter 15.

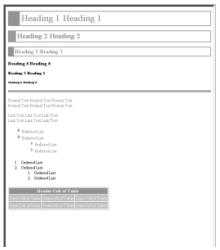
The following are examples of various style sheet files applied to a sample page. The actual appearance of a page to which a style sheet is applied is determined by the contents of the page.

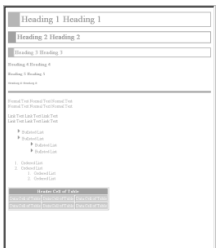
A list of style sheet files

b01.css

b02.css


b03.css

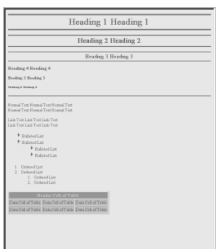

b04.css


b05.css

b06.css

b07.css

b08.css


b09.css

b10.css

b11.css

b12.css

b13.css

b14.css

b15.css

b16.css

b17.css

c01.css

c02.css

c03.css

c04.css

c05.css

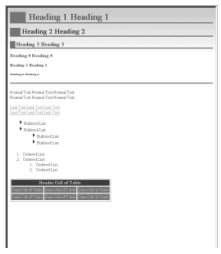
c06.css

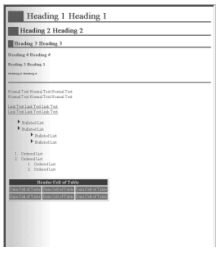
c07.css

c08.css

c09.css

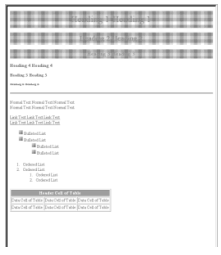
c10.css


g01.css


g02.css

g03.css

p01.css


p02.css

p03.css

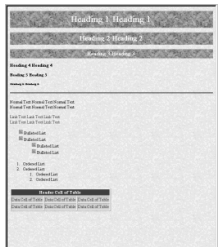
p04.css

p05.css

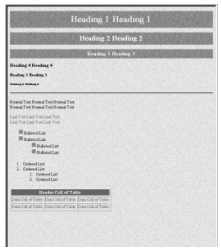
p06.css

p07.css

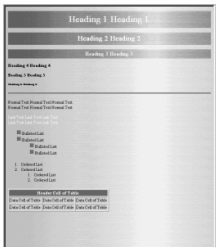
p08.css



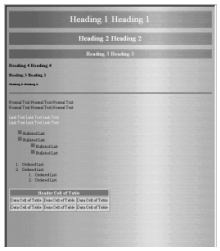
t01.css



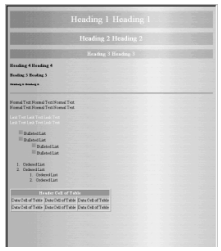
t02.css



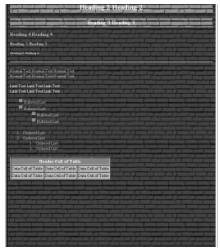
t03.css



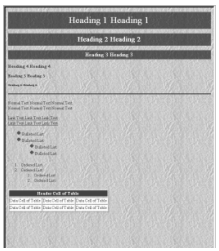
t04.css



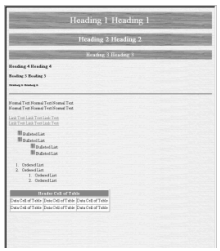
t05.css



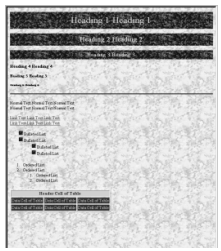
t06.css



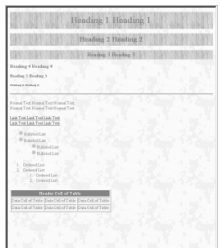
t07.css



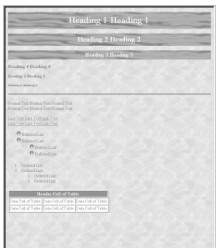
t08.css



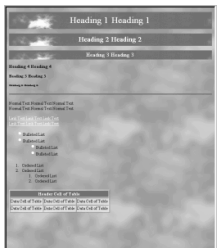
t09.css



t10.css



t11.css



t12.css

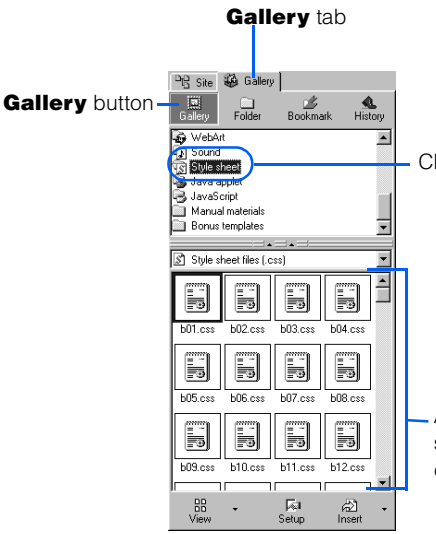
How to apply a sample style sheet file

To apply a style sheet file included in the Gallery, do the following:

HTML <LINK rel="stylesheet" href=>

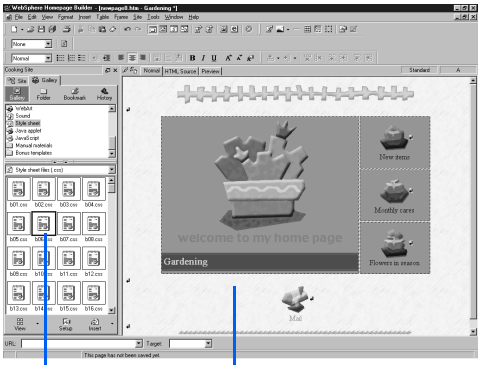
1. On the **Gallery** tab in the Site/Gallery View, click the **Gallery** button [Gallery]. On the upper part of the **Gallery** tab, a list of categories for the materials provided by Homepage Builder appears.

2. Click **Style sheet**. On the lower part of the **Gallery** tab, a list of style sheet files appears:



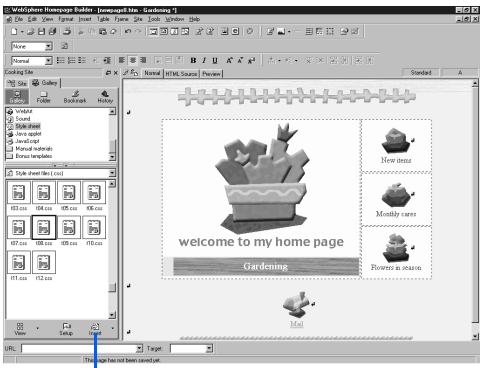
3. Click the **Setup** button [Setup], and then select **Style Sheet Test Mode** from the pop-up menu. Homepage Builder enters style sheet test mode. By clicking a style sheet file while in this mode, you can preview how the selected style sheet changes the appearance of your page.

4. Click style sheet files one by one until you find the one you want to use.



5. When you have decided which style sheet file to use, click the **Setup** button [Setup], and then select **Style Sheet Test Mode** again to clear the check mark. Homepage Builder exits from style sheet test mode.

6. Select a style sheet file, and then click the **Insert** button [Insert]. A link from the page being edited to the selected style sheet file is set, and the style is applied to the page.



Using the style sheet preview function

If, for example, your page is still blank or does not have much content yet, use the style sheet preview function instead of using the style sheet test mode.

1. Select a style sheet file.

2. Click the down-arrow button ▼ next to the **Insert** button, and then select **Preview Style Sheet** from the pop-up menu. In the Preview Style Sheet dialog, a sample page that uses the selected style sheet file appears.

3. Click the style sheet files one by one until you find the one you want to use.

4. When you have decided which style sheet file to use, click the **Apply to Page** button. A link from the page being edited to the selected style sheet file is set, and the style is applied to the page.

If a site is being opened, you can apply the selected style sheet file to the entire site—that is, all the pages in the site—by clicking the **Apply to Site** button.

Materials for Java applets

A Java applet is a program written in the Java language. Homepage Builder does not offer functions for creating your own Java applets, but it does provide many sample Java applets. By changing the parameters (the options that are passed to the program) of an applet, you can change the background and behavior of the applet, and the text to be displayed.

A list of Java applets

Name	Description	Typical parameters
AirShow	Airplanes fly in formation across the window and then leave. Your text is constructed from smoke trails in the clear blue sky. All text is displayed in capital letters.	Text, scroll width, sound, background color, …
FlyImage	Many small images float on the screen. If you click an image, a new window opens, and the page you associated with that image is displayed. By changing the parameters, you can create your own link pages or album pages with motion.	URL of the image files, URL of the link destination for each image, … For best results, specify about 20 image files.
ImgBlink	This applet causes a foreground image to blink. Combining blinking foreground images with nonblinking background images can make your Web page presentation more fun and attractive. In this sample applet, the blasts from a space shuttle in the foreground are overlaid on the shuttle body in the background.	Foreground image, background image, blinking intervals, …
ImgFade	The images you specify fade in and out in succession. This applet is effective when you want images to be presented in order, like a slide show. In this sample applet, four images are specified, each displaying a seasonal landscape. One season fades in, fades out, and is replaced with the next season.	URL of the image files, image file names, time span for displaying an image, …

Name	Description	Typical parameters
ImgPlay	A succession of images is displayed in an animated series. For example, pictures of your face taken from different angles can be displayed, giving the appearance of rotation. **How to use the jog shuttle:** The jog shuttle enables you to play your animation frame by frame, or even backwards, with a simple mouse operation: Click the jog shuttle and move the mouse pointer in a circle on it (do not drag). If you move the mouse pointer clockwise, the animation plays forward as the jog shuttle rotates clockwise. If you move the mouse pointer counterclockwise, the animation plays backward as the jog shuttle rotates counterclockwise. To cancel the jog shuttle, click again.	URL of the image files, image file names, the number of frames displayed while the jog shuttle makes a turn, …
ImgScrol	An image and text scroll together horizontally. For example, you can scroll your favorite portrait and its title. Also, you can scroll an image by itself or text by itself.	Image, text, color of the text board, scroll width, …
ImgSplit	The specified image is split into pieces which are then gradually rejoined, restoring the original image.	Image, number of splits, time span for displaying each piece of an image, …
ImgWhirl	An image rotates.	Image, sound, time span for displaying each angle of an image, …
ImgZoom	An image zooms in and then zooms out.	Image, sound, time span for displaying each image, …
MsgBoard	A message scrolls from right to left; the text can change color or blink.	Text, color of the text board, scroll width, …
SgnBoard	You can add flashing lights around a plain signboard, like those you would see at the entrance of a movie theater.	Text, color of the text board, blinking intervals, …

Name	Description	Typical parameters
Stadium	A message appears character by character on placards, held by fans in a baseball or football stadium. All text is displayed in capital letters.	Text (up to 4 characters), color of the text, background color, …
Stretch	A message emerges from a central point and spreads to left and right until it reaches the sides of a bulletin board. You might use this applet as the title of your top page.	Text, text color, background color, …
WaveText	The text moves up and down as though on a wave. Specify colors only for the first and last characters. The colors for the rest of the characters are automatically assigned tints, gradually changing from the color of the first character to the color of the last character.	Text, color of the first letter in the text, color of the last letter in the text, …

How to insert a sample Java applet

Though you cannot create Java applets with Homepage Builder, you can modify, or customize, the size and movement of the sample Java applets provided with Homepage Builder. This section describes how to insert and customize a sample Java applet that Homepage Builder offers.

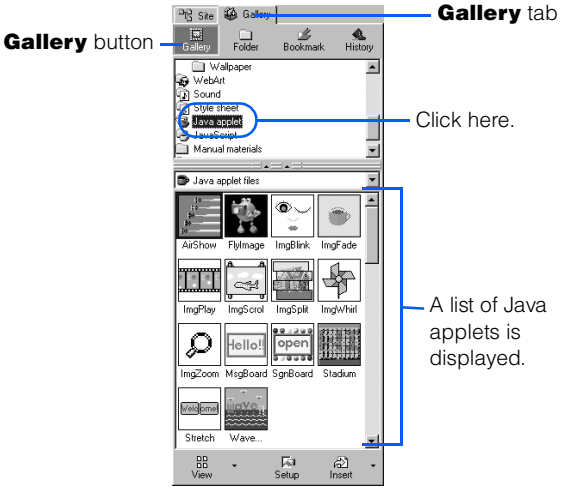
HTML <APPLET code= codebase= width= height=>
<PARAM name= value=>

Inserting a sample Java applet

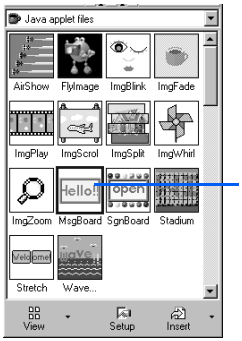
The following example explains how to insert the sample Java applet named MsgBoard into your page. This applet displays a message in which the letters change color and blink.

1. On the **Gallery** tab in the Site/Gallery View, click the **Gallery** button Gallery. On the upper part of the **Gallery** tab, a list of the categories of the images provided by Homepage Builder appears.

2. Click **Java applet**. On the lower part of the **Gallery** tab, thumbnails for the sample Java applets appear.

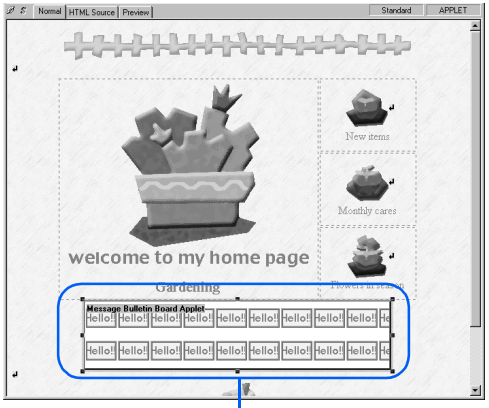


3. Click an applet. For example, click **MsgBoard**.



4. Click the down-arrow button ▼ next to the **Insert** button Insert, and then select **Preview Applet** from the pop-up menu. A Web browser starts, and you can view the behavior of the selected Java applet. The MsgBoard applet, for example, shows a message "Welcome to my Web page!!" in a frame.

5. When you have decided which applet to use, select it (for this example, select **MsgBoard**), and then click the **Insert** button Insert. The selected Java applet is inserted at the position of the cursor on the page being edited. The Java applet is indicated by an alternative image as follows:



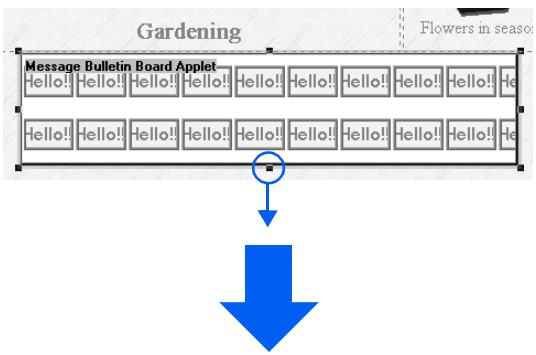
The selected Java applet is inserted into your page (this is just an alternative image).

- You cannot run Java applets in the Homepage Builder page editing area. (An alternative image is displayed instead of the actual Java applet.) Java applets run only on a Web browser that supports them.
- If you insert one of the sample Java applets and cannot check its movement with the **Preview** tab, save the Web page that contains the Java applet. The files composing the Java applet are copied from the folder of sample materials into the Web page subfolder. You can then check the movement with the **Preview** tab.
- A single Java applet is composed of several files. If a Java applet has been inserted as described in this section, a subfolder for the Java applet is automatically created when you save the Web page you are editing, and all the required files are copied into it. When you upload your files to the provider's server, you must also upload the subfolder for the Java applet and the files in it. If your provider does not permit the use of subfolders, move the entire content of the Java applet subfolder to the top folder and erase the *codebase* attribute of the <APPLET> tag.

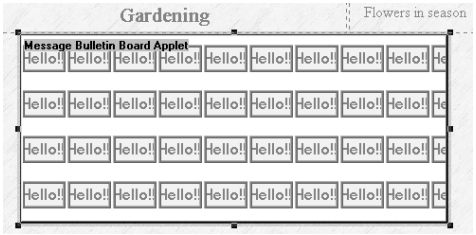
Changing the size of a Java applet

To change the size of a Java applet you have inserted, click it, and drag one of the eight black square knobs around it.

Drag like this…



…to change the size like this:



Customizing a Java applet

You can easily customize a Java applet by changing its parameters, such as the image or text used in the applet, the text or background color, and the speed of movement. Change them according to your own personal taste.

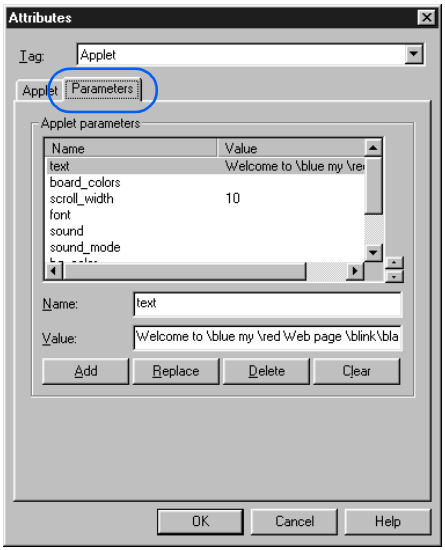
How to view detailed information on applet parameters

To view detailed information on the parameters of an applet, do the following:

1. Click the **Gallery** button on the **Gallery** tab, and then select **Java applet**. A list of applets appears.
2. Select the one you want to use.
3. Click the down-arrow button next to the **Insert** button, and then select **See Applet Explanation** from the pop-up menu. A Web browser starts, and the HTML file that contains an explanation of the applet is displayed.

In the following example, you will change the parameters of the applet called MsgBoard to display the text of your choice.

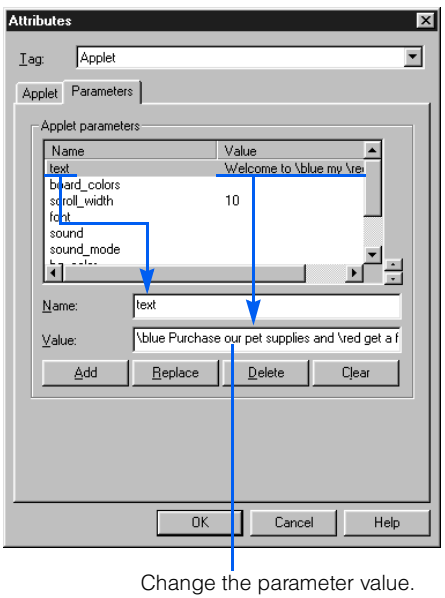
1. Select the Java applet that has been inserted into your page.
2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.
3. Click the **Parameters** tab. A list of parameters for the applet appears.



4. Click the parameter you want to change. The parameter name is displayed in the **Name** field, and the parameter value is displayed in the **Value** field.

5. Change the parameter value in the **Value** field, and then click the **Replace** button. For example, change the value of the 'text' parameter as follows:

```
\blue Purchase our pet supplies and
\red get a free coupon \blink now!
```



Change the parameter value.

Insert a single blank space after an attribute such as \blue (blue), \red (red), or \blink (blink).

6. Click the **OK** button.

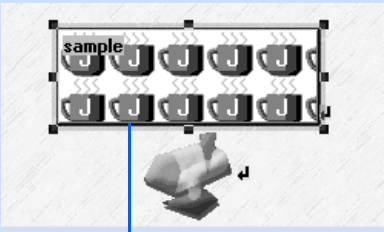
7. Click **Tools --> WWW Browser** on the menu bar to start a Web browser. (If a message asks you if you want to save files, click the **Yes** button.) The message, "Purchase our pet supplies and get a free coupon now!," appears in a frame.

The text of the message has been changed.

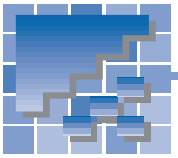
How to insert your own Java applet

To insert your own Java applet (rather than one of the sample Java applets provided by Homepage Builder), do the following:

1. Create a subfolder for the Java applet in your site folder.
2. Copy all the files that compose the Java applet to the subfolder you created, including, for example:
   - Class files (*.class)
   - Image files and other files specified in the class files
3. Click **Insert --> Others --> Java Applet** on the menu bar. The Attributes dialog appears. Confirm that **Applet** is displayed in the **Tag** list box.
4. Type the class file name in **Code**, the Java applet subfolder name in **Code base**, an explanation of the Java applet in **Alternative text**, and the size of the Java applet in **Width** and **Height**.
5. On the **Parameters** tab, enter the parameter name in **Name** and the corresponding value in **Value**, and then click the **Add** button. Repeat this step for the number of parameters.
6. Click the **OK** button to insert the Java applet. The applet is indicated by an alternative image. (You can view the actual Java applet on a Web browser or the **Preview** tab. To view the applet on the **Preview** tab, first save the Web page where you inserted the Java applet.)



The selected Java applet is inserted (this is an alternative image).



Materials for scripts

You can create a script program by using the script editor that Homepage Builder offers, and insert it into your Web page.

By inserting a program written in a script language, you can achieve various effects on your Web pages. For example, a script enables you to do the following:

- Gradually change the background color of your Web page
- Display the current time
- Display a scrolling message in the status bar of a Web browser

Homepage Builder provides several sample JavaScript files as follows:

A list of script files

File name	Description
bgchange.js	Gradually changes the background color of your Web page.
lastupdt.js	Displays the date and time the page was last modified.
scroll.js	Displays the scrolling message "Hello everyone. Welcome to my Web page…" on the status bar of a Web browser.

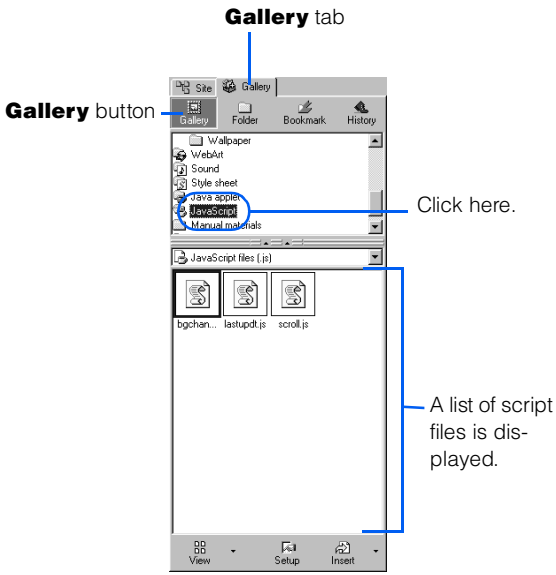
How to insert a sample script file

You can insert a JavaScript program from the Gallery into the page you are editing. The following example explains how to insert a program that displays a scrolling message on the status bar (generally, the bottom line) of a Web browser.

HTML <SCRIPT language=>

1. On the **Gallery** tab of the Site/Gallery View, click the **Gallery** button Gallery. On the upper part of the **Gallery** tab, a list of categories for the materials offered by Homepage Builder appears.

2. Click **JavaScript**. On the lower part of the **Gallery** tab, thumbnails of the JavaScript files are displayed.



3. Select file **scroll.js**, and then click the **Insert** button Insert. The selected JavaScript program is inserted at the cursor position on the page being edited. The inserted JavaScript is indicated by the mark.

4. Click the **Preview** tab to check the movement of your page. On the status bar of the **Preview** tab, the message "Hello everyone. Welcome to my Web page…" is displayed.

5. As the last step, view your page with a Web browser. Click **Tools --> WWW Browser** on the menu bar, and then select a browser name from the submenu to start a Web browser. (If a message appears, asking you if you want to save the files, click **Yes**.) Your Web page is displayed on the Web browser. On the status bar of the browser, the message "Hello everyone. Welcome to my Web page…" is displayed.

To change the text of the message, click the mark that has been inserted into your page, and then click **Edit --> Attributes** on the menu bar to display the Script dialog. Then change the text string as you like.

Part 2. Applying Homepage Builder

For experienced Homepage Builder users

Part 2 explains Homepage Builder functions in detail for users who are now acquainted with the basic operations explained in Part 1 and want to use more advanced methods.

Part 2 contains the following chapters. Chapter 7 summarizes all the functions provided by the main program of Homepage Builder and by the tools offered by Homepage Builder—WebArt Designer, Web Animator, and File Transfer. Chapters 8 through 15 describe operations for the typical tasks in detail. Chapters 16 through 18 explain the major functions provided by each tool.

Chapter 7. Summary of Homepage Builder functions 125
Chapter 8. Pages and sites 189
Chapter 9. Editing text 203
Chapter 10. Creating tables 219
Chapter 11. Inserting images 231
Chapter 12. Setting links 249
Chapter 13. Creating sophisticated pages 259
Chapter 14. Creating pages with motion 289
Chapter 15. Using style sheets 301
Chapter 16. Uploading files 321
Chapter 17. WebArt Designer 329
Chapter 18. Web Animator 351
Chapter 19. Other useful functions 363
Chapter 20. Creating Web pages accessible to everyone . . 375

Summary of Homepage Builder functions

7

This chapter summarizes all the functions provided by the main program of Homepage Builder and by the accessory tools offered by Homepage Builder—WebArt Designer, Web Animator, and File Transfer.

Some of the basic functions provided by the tools are also offered by the main program—for example, editing images or uploading files. If, however, you want to use a more advanced method or do more specialized tasks, these tools are for you. WebArt Designer assists you in creating images such as logos and buttons, or even a rollover image—an image that is replaced by another when the mouse pointer is placed over it. Web Animator helps you create animated GIF files. File Transfer enables you to upload individual files related to your Web pages and to delete files from the server.

Homepage Builder functions 126

WebArt Designer functions 163

Web Animator functions 177

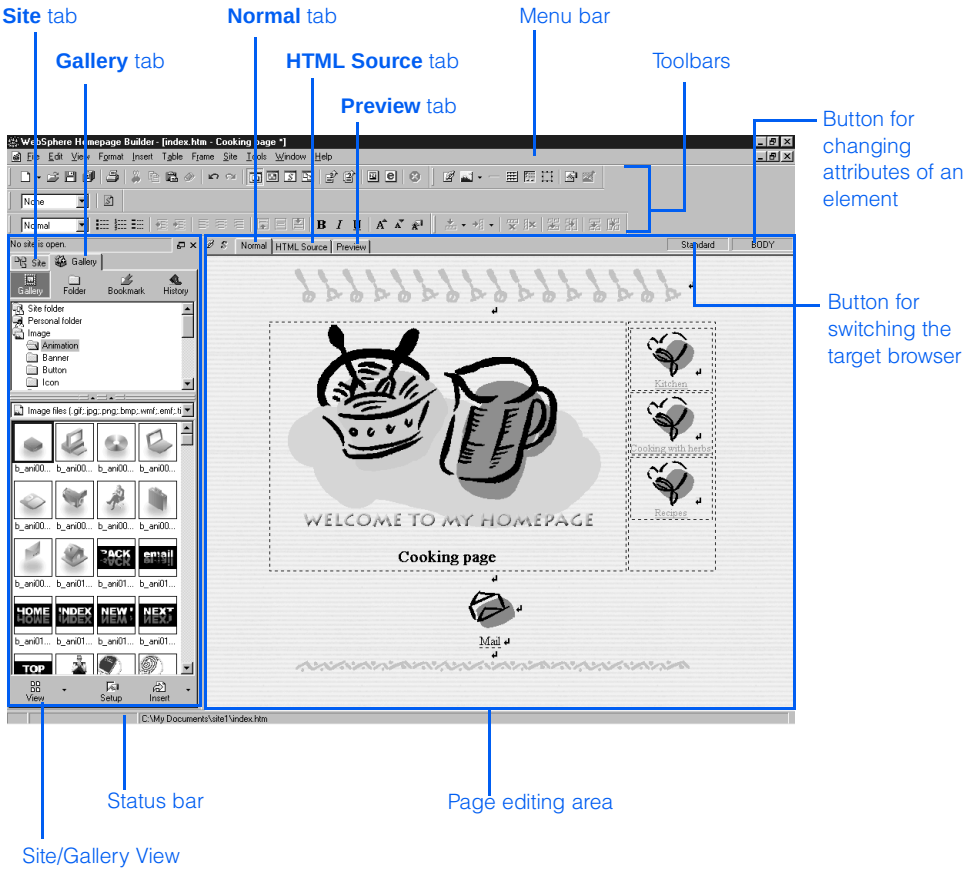
File Transfer functions 185

Homepage Builder functions

You can access all of the Homepage Builder functions from the main window. This section explains each component in the main window—the Site/Gallery View, the page editing area, the menu bar, and the toolbar.

Homepage Builder main window

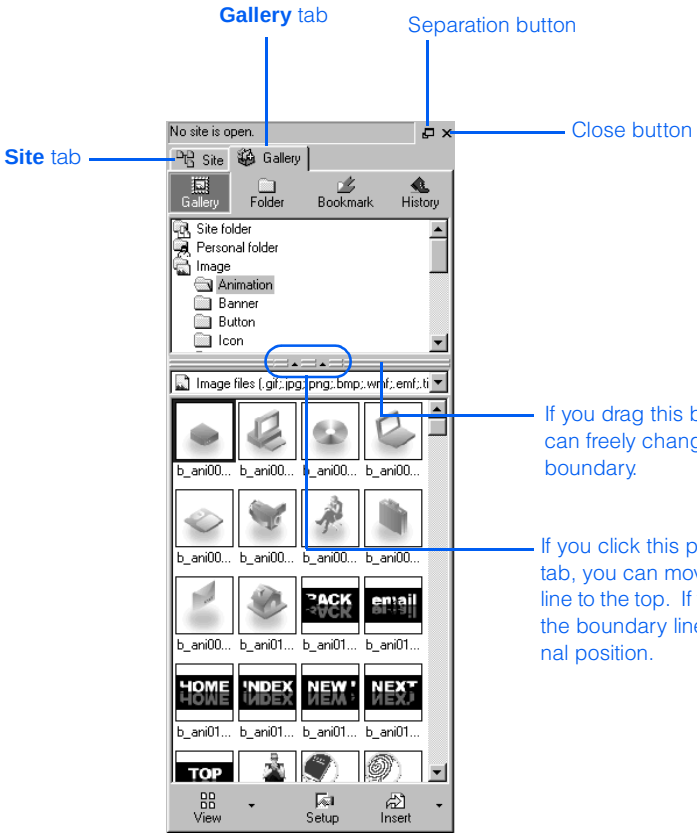
The main window of Homepage Builder has the following components:



For instructions on using the functions of Homepage Builder, see Chapters 3 through 6, 8 through 16, 19, and 20.

Site/Gallery View

You can use the Site/Gallery View to confirm the link status of your site and to insert materials into your page. The Site/Gallery View contains two tabs: the **Site** tab, for checking the site status; and the **Gallery** tab, for inserting materials.



The separation button and the close button

On the top-right corner of the Site/Gallery View are the following two buttons:

Separation button

If you click this button, the Site/Gallery View will be separated from the main window, allowing you to place it anywhere you like. To rejoin the separated Site/Gallery View with the main window, double-click the title bar of the Site/Gallery View.

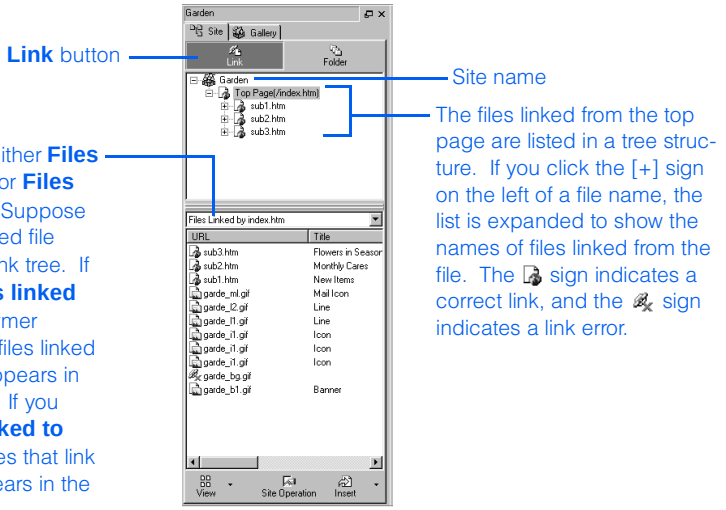
Close button

If you click this button, the Site/Gallery View closes. To display the Site/Gallery View again, click **View --> Site/Gallery View** on the menu bar.

Site tab

The contents of the **Site** tab appear only when a site is open. The **Site** tab contains the following two buttons. The contents of this tab depend on which button you select.

If you click this button, you can view a list of files included in the site and their link status. If you select a file from a tree of files in the upper part (called the *link tree*), a list of files linked from that file (or a list of files that links to that file) is shown in the lower part (called the *file list area*).



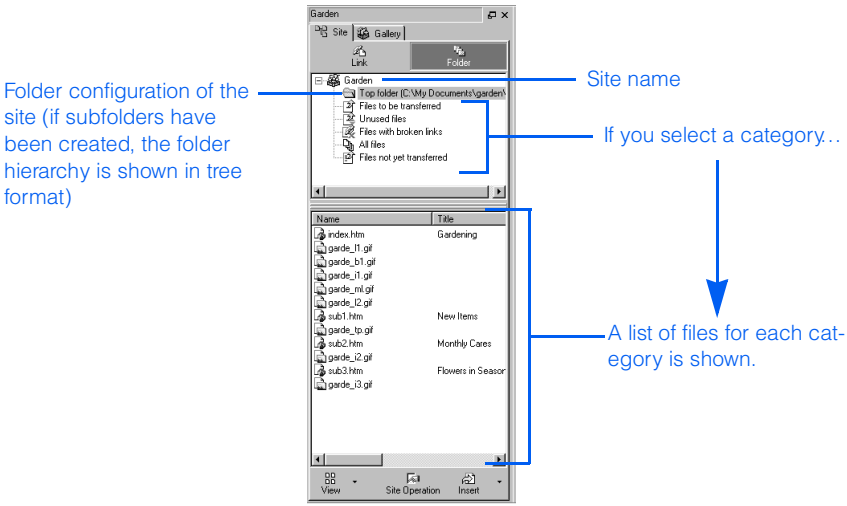
Site tab (**Link** button)

To change the types of files displayed on this tab, click **Tools --> Options** on the menu bar to display the Options dialog. Next click the **Site/Gallery View** tab, and then select the file types you like.

If you click this button, you can view the file status of your site when it is open. A list of all subfolders and files is shown in tree structure in the lower part of the **Site** tab. To make files easy to find, files are categorized as follows:

Category name	Description
Files to be transferred	Files that are to be uploaded when you click **Site --> Upload Site** on the menu bar to upload the entire site.
Unused files	Files that are in the site folder but are not used in any pages. Files in this category are not uploaded. To move a file from this category to the **Files to be transferred** category, select that file from the list on the **Site** tab, click the right mouse button, and then click **Add to Upload List** on the pop-up menu.

Category name	Description
Files with broken links	Files that contain link errors.
All files	All the files contained in the site folder.
Files not yet transferred	Files that have been changed since the last upload.

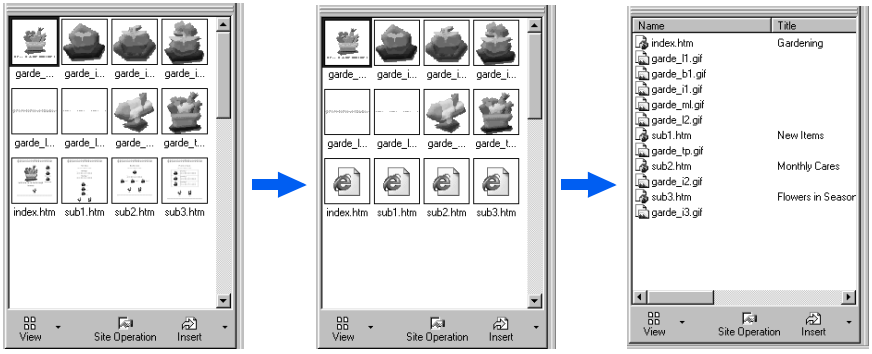


Site tab (**Folder** button)

- To change the categories displayed on this tab, click **Tools --> Options** on the menu bar to display the Options dialog, click the **Site/Gallery View** tab, and then select the file types you want.
- Between the site name and a list of categories in the upper part of the **Site** tab, the folder configuration of the site is shown in tree structure. To move a file from one folder to another, drag the file from the file list in the lower part of the **Site** tab to one of the folders shown in the upper part. The file is moved, and the Update Links Automatically dialog appears. Click the **OK** button; the links set to the file are automatically corrected.

The **Site** tab contains three buttons: **View**, **Site Operation**, and **Insert**.

You can use this button to switch the view of the file list displayed in the lower part of the **Site** tab. As you click this button, the view toggles among the **Thumbnail View**, the **Thumbnail View (Image Only)**, and the **List View**. By clicking the down-arrow next to this button, you can select a view directly.



Thumbnail view (images and HTML files) **Thumbnail view (images only)** **List view**

There are no thumbnails for frame-setting pages.

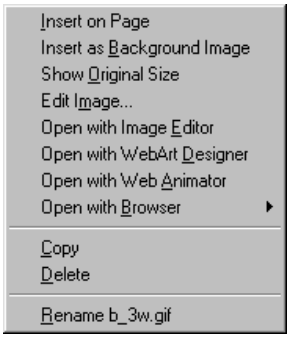
If you click this button, a menu containing the following items appears. (Depending on whether the **Link** button or the **Folder** button is being selected, the menu contains different menu items.)

Menu item	Description
New Site	Creates a site.
Site List and Settings	Lists all the sites you have created. You can change their settings.
Upload Site	Uploads only files that have been updated since the last upload. When you upload your site for the first time, all the files are uploaded. If the files are already on the server, you can upload only the updated ones by selecting **Mark All Files as Uploaded** from the **File Upload Settings** submenu.
Upload Page	Uploads only the page being selected.

Menu item	Description
File Upload Settings	Creates, changes, or deletes the file upload settings—the server name, the user ID, the password, and the destination folder. Select one of the following from the submenu: • **New Upload Settings:** Defines new file upload settings. • **Edit Upload Settings:** Displays a list of file upload settings. You can change or delete existing file upload settings. • **Mark All Files as Uploaded:** Sets all the files in the site as "already transferred." If the server already contains your latest files, you can upload only the updated files by selecting this menu item.
Change Permission	Changes the access permission of a file on the server. Some servers might not allow you to use this function. (See Note)
Add to Upload List	Adds the selected file to the list of files to be uploaded to the server. (See Note)
Delete from Upload List	Removes the selected file from the list of files to be uploaded to the server. (See Note)
Convert File Name into Lowercase	Converts the name of the selected file to lowercase characters. (See Note)
Site Style	Sets the style of the entire site. Select one of the following from the submenu: • **Set Site Style:** Sets a new style for the site. Follow the instructions on the wizard that appears. • **Remove Site Style:** Cancels the style set by the above menu. • **Edit Site Style:** Edits the site style set by the above menu.
Refresh Site Information	Refreshes the site information to reflect its latest status. If you changed files in the site but the changes are not reflected in the **Site** tab, refresh the information using this menu item.
Close Site	Closes the currently open site.

Note: This menu item is displayed only when the **Folder** button is being selected.

If you select a file and then click this button, the selected file is inserted into the page you are editing. If you select a file and then click the down-arrow button next to this button, the tasks you can do on the selected file appear on the menu:



The menu contains the following menu items. Depending on the type of file being selected, the menu contains different menu items.

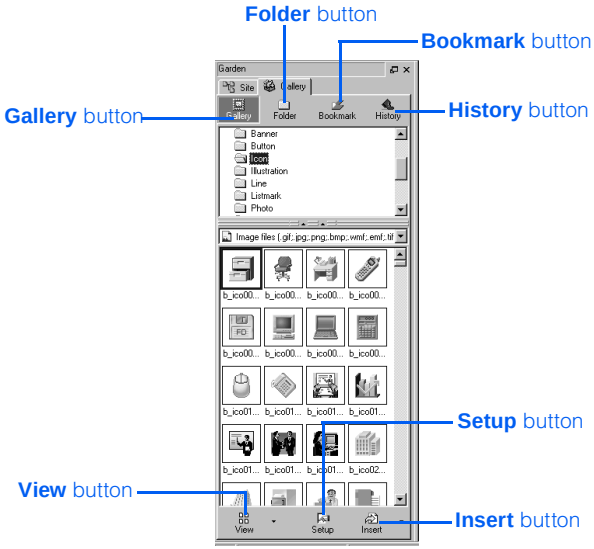
Menu item	Description
Edit	Opens the selected HTML file as a page.
Open with Text Editor	Opens the selected HTML file with a text editor.
Insert This File into Page *or* **Insert into Page**	Inserts the selected file to the page being edited.
Insert Link to This File into Page	Inserts the text "Link to (*filename*)" or "(*title*)" on the page being edited, and a link to the selected file is set on the text.
Insert as Background Image	Inserts the selected image file as the background image of the page.
Insert as Background Music	Inserts the selected sound file as the background music.
Show Original Size	Displays the image file in its original size. The Show Original Size dialog appears.
Edit Image	Edits the selected image file. The Edit Image dialog appears.
Open with Image Editor	Starts the image editor program registered on the **Applications** tab of the Options dialog, and opens the selected image file for your editing.
Open with WebArt Designer	Starts WebArt Designer, and opens the selected image file.
Open with Web Animator	Starts Web Animator, and opens the selected image file.

Menu item	Description
Open with Browser	Opens the selected file on a Web browser. You can select the type of Web browser you want to use.
Play	Plays the selected sound file.
Stop	Stops playing the selected sound file.
Preview Style Sheet	Displays the Preview Style Sheet dialog. This dialog enables you to check the layout of the selected style sheet, and apply the style to the current page or the entire site.
Style List	Displays the contents of the selected style sheet. The External Style Sheet dialog appears.
Cut	Cuts the selected file and copies it into the Clipboard. (See Note)
Copy	Copies the selected file into the Clipboard. (See Note)
Paste	Fetches the file from the Clipboard and pastes it in the selected folder. (See Note)
Delete	Deletes the selected file. (See Note)
Rename	Renames the selected file. (See Note)

Note: This menu item is displayed only when the **Folder** button is selected.

Gallery tab

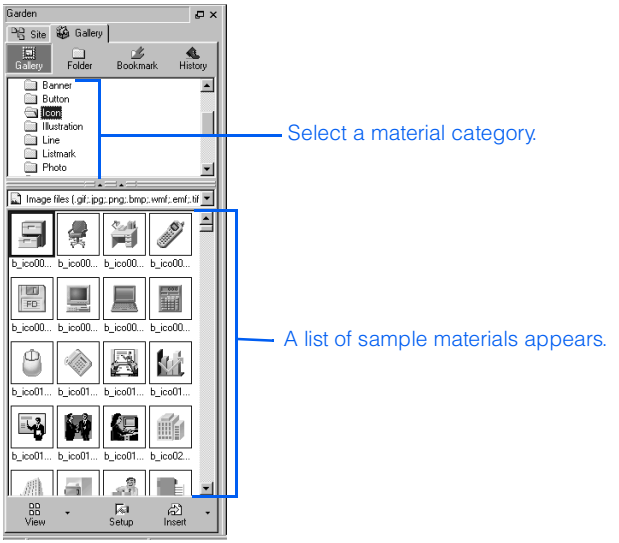
You can use the **Gallery** tab to insert materials—images, sounds, scripts, applets, and other files—on your page.



Gallery tab

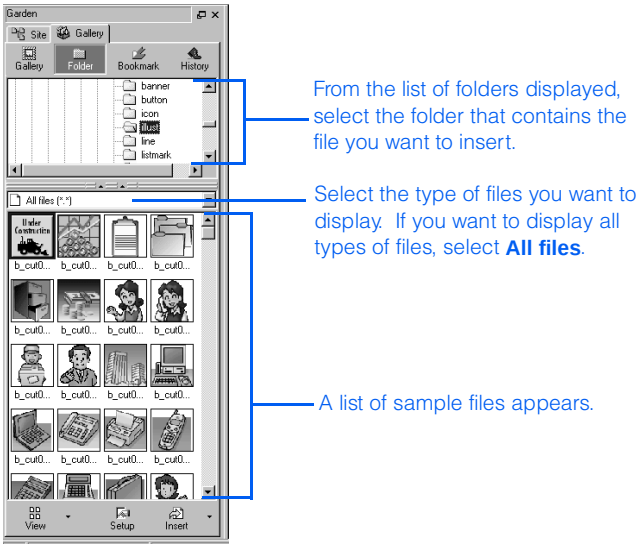
There are four buttons at the top of the **Gallery** tab: **Gallery**, **Folder**, **Bookmark**, and **History**.

When you click this button, the contents of the Gallery appear by category. To insert a file on your page, select a category from the upper part and a file from the lower part, and then click Insert.



Gallery tab (**Gallery** button)

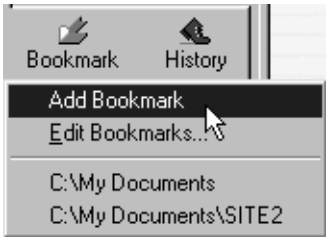
When you click this button, all the folders and files you can access are displayed. To insert a file on your page, select a folder in the upper part and a file in the lower part, and then click Insert. You can insert not only the materials offered by Homepage Builder, but also any materials you can access from your personal computer.



Gallery tab (**Folder** button)

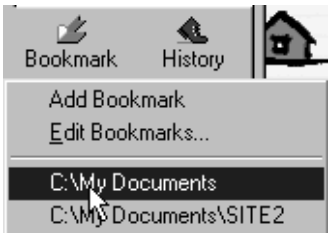
You can use this button to add bookmarks and use them. This button offers a function similar to the Favorites or Bookmarks function offered by a Web browser, enabling you to easily select the folders you frequently use.

To register the current folder as a bookmark, click this button and select **Add Bookmark** from the pop-up menu.



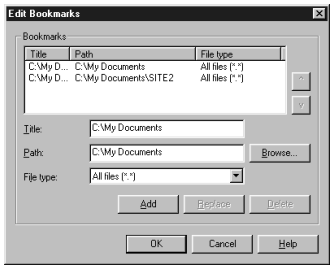
To select a folder you have registered as a bookmark, click

and then select the folder you want. A list of the files in that folder appears in the lower part of the **Gallery** tab.

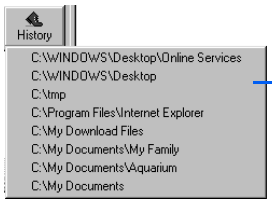


To edit bookmarks, click

and the select **Edit Bookmarks** from the pop-up menu to display the Edit Bookmarks dialog. You can then add, change, or delete bookmarks as necessary.



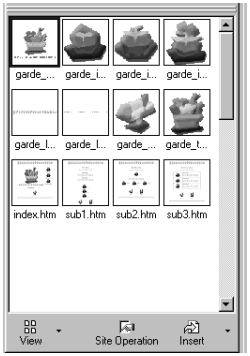
If you click this button, a list of folders you have recently selected appears. If you click the name of a folder, a list of files in that folder appears in the lower part of the **Gallery** tab.



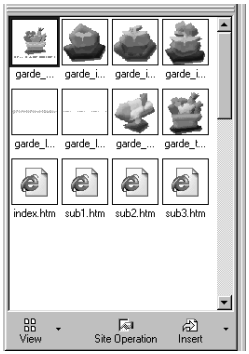
Gallery tab (**History** button)

The **Gallery** tab contains the following three buttons at the bottom: **View**, **Setup**, and **Insert**.

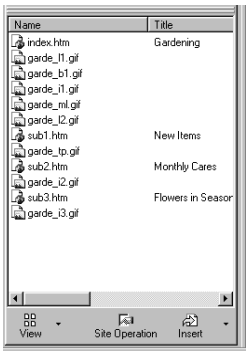
You can use this button to switch the view of the file list displayed in the lower part of the **Gallery** tab. As you click this button, the view toggles between the **Thumbnail View**, the **Thumbnail View (Image Only)**, and the **List View**. By clicking the down-arrow next to this button, you can select a view directly.



Thumbnail view (images and HTML files)



Thumbnail view (images only)

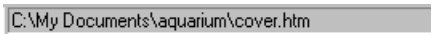


List view

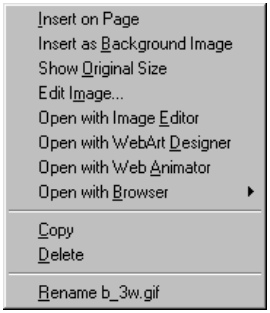
There are no thumbnails for frame-setting pages.

When you click this button, a menu that contains the following items appears. For some menu items, you can switch the settings on or off.

Menu item	Description
Image Frame Size	Changes the display size of image files in the thumbnail view.
Show File Name	If you clear this menu while in the thumbnail view, file names are not displayed.
Show HTML as Thumbnail	If you select this menu, HTML files are displayed as thumbnails. This menu is applicable only to the thumbnail view.
Change Background Color	Changes the background color of the file list area. This menu applies only to the thumbnail view.
Play Animation	If you select this menu, you can see the movement of the animated GIF files. This menu applies only to the thumbnail view.

Menu item	Description
Wallpaper Test Mode	If you select this option, the display will change to show you what your page will look like if the selected image file is inserted as wallpaper. It is recommended that you leave this option off, and select it only when you want to insert wallpaper.
Style Sheet Test Mode	If you select this option, the display will change to show you what your page will look like if the selected style sheet is applied. It is recommended that you leave this option off, and select it only when you want to apply a style sheet.
Show Status	If you select this menu, the path (location) of the folder or file currently selected is displayed at the bottom of the file list. 
Show Button Label	If you clear this menu, captions for the buttons on the **Gallery** tab are not displayed.

If you select a file and then click this button, the selected file is inserted into the page you are editing. If you select a file and then click the down-arrow button next to this button, the tasks you can do on the selected file appear on the menu:



The menu contains the following menu items. The contents of the menu depend on the type of file you have selected.

Menu item	Description
Insert This File into Page *or* **Insert into Page**	Inserts the selected file into the page being edited.
Insert Link to This File into Page	Inserts the text "Link to (*filename*)" or "(*title*)" into the page being edited, and sets a link to the selected file.

Menu item	Description
Insert as Background Image	Inserts the selected image file as a page background.
Insert as Background Music	Inserts the selected sound file as background music.
Show Original Size	Displays the image file in its original size. The Show Original Size dialog appears.
Edit	Opens the selected HTML file as a page.
Edit Image	Edits the selected image file. The Edit Image dialog appears.
Open with Text Editor	Opens the selected HTML file with a text editor.
Open with Image Editor	Starts the image editor program that has been registered on the **Applications** tab of the Options dialog, and opens the selected image file for your editing.
Open with WebArt Designer	Starts WebArt Designer, and opens the selected image file.
Open with Web Animator	Starts Web Animator, and opens the selected image file.
Open with Browser	Opens the selected file on a Web browser. You can select the type of Web browser you want to use.
Play	Plays the selected sound file.
Stop	Stops playback of the sound file.
See Applet Explanation	Displays an HTML file that contains a detailed description of the selected Java applet.
Preview Applet	Displays the selected Java applet.
Edit Parameters	Edits the parameters of the selected Java applet.
Preview Style Sheet	Displays the Preview Style Sheet dialog. This dialog enables you to check the layout of the selected style sheet. In this dialog, you can apply the style to the current page or the entire site.
Style List	Displays the contents of the selected style sheet. The External Style Sheet dialog appears.
Copy	Copies the selected file into the Clipboard. (See Note)
Delete	Deletes the selected file. (See Note)
Rename	Renames the selected file. (See Note)

Note: This menu item is displayed only when the **Folder** button is selected.

Page editing area

The area on the right side of the main window is used to edit your pages. You can open more than one page at a time.

You can select any of three views for the page you have opened: **Normal**, **HTML Source**, or **Preview**. If you open a page that uses the frame function, two additional choices are offered: **Frame HTML Source** and **No Frames**.

Normal tab

HTML Source tab

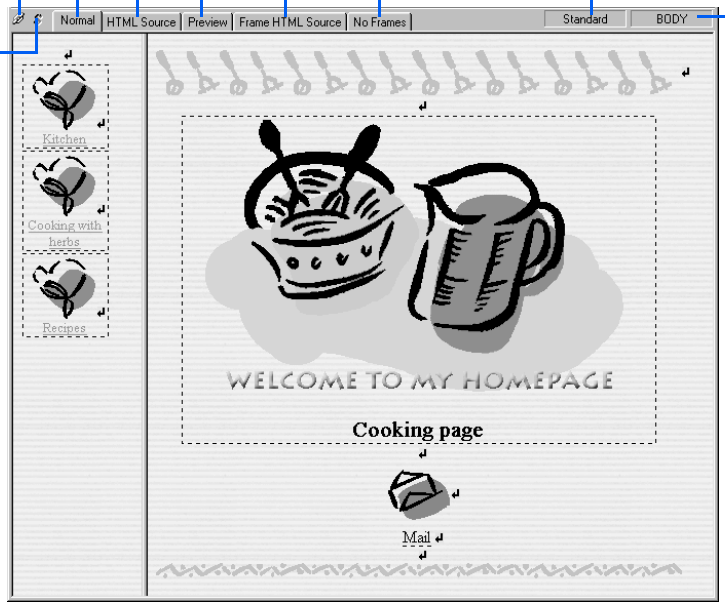
Preview tab

Frame HTML Source tab

No Frames tab

Button for switching the target browser: If you click this button and select a target browser, the size of the page editing area and a set of available tags are determined accordingly.

If you drag and drop this icon onto another page, a link to this page is set.



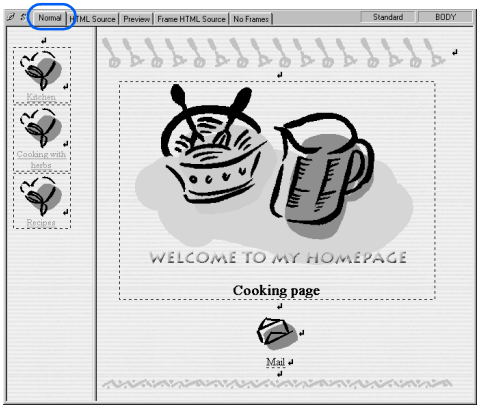
Page editing area

Style sheet indicator: This icon is highlighted when a page that uses style sheets is open. If you click this icon, the Style Sheet Manager dialog is displayed.

Button for changing attributes of an element: The HTML tag associated with the element on the cursor position is displayed. If you click this button and select the name of an element from the pop-up menu, the Attributes dialog for the tag associated with the selected element appears, and you can change the attributes as necessary.

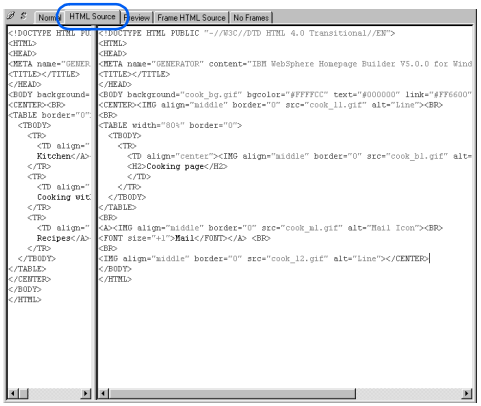
Normal tab

You ordinarily edit pages on this tab. Unless specified otherwise, this guide assumes that you are using this tab for editing pages.



HTML Source tab

Use this tab only when you want to edit HTML tags directly. Tags and their attributes are distinguished by colors.



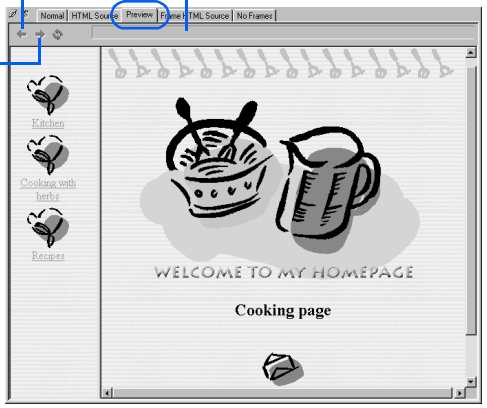
Preview tab

The **Preview** tab is displayed only if Internet Explorer 4.0 or 5.0 is installed on your personal computer. If you click this tab, you can check how your page looks on the Internet without starting a Web browser.

Returns to the page you last displayed. It functions the same as the **Back** button on a Web browser.

Functions the same as the status bar on a Web browser.

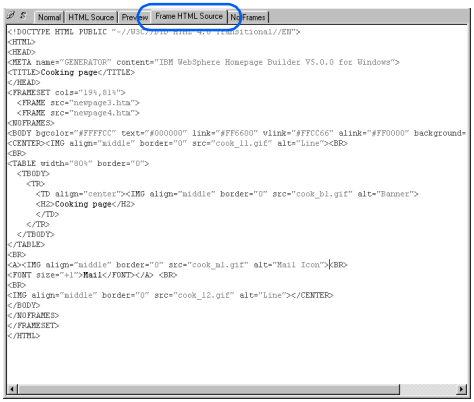
Proceeds to the next page. It functions the same as the **Forward** button on a Web browser.



You can preview the movements of animated GIF files, rollover images, dynamic HTMLs, and script files.

Frame HTML Source tab

If you view a frame-setting page on the **Normal** tab or the **HTML Source** tab, all the pages defined in the frames are shown simultaneously in separate panes. The **Frame HTML Source** tab, on the other hand, shows the HTML source of the frame-setting page (an HTML file that defines the frames). If you click the **Normal** tab and click **Frame --> Frame Attributes** on the menu bar, and then change the frame settings in the Attributes dialog, the content of this tab is changed automatically. Instead of using the Attributes dialog, you can also directly edit the HTML source shown on this tab.



No Frames tab

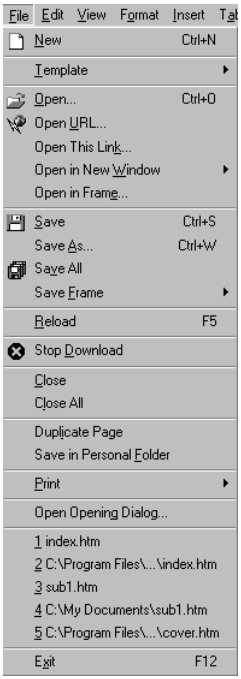
Some Web browsers do not support the frame function. If you try to open a frame-setting page on such a browser, the content of the **No Frames** tab is displayed instead. For users who cannot view frames on their Web browsers, always prepare a page that does not use frames. You can operate the **No Frames** tab in the same way as you do the **Normal** tab.

Menu bar

From the menu bar, you can access all the functions provided by Homepage Builder. Depending on the status of the main window, some menu items are not displayed. For example, the **Edit** menu is displayed only when a page is open.

File menu

Use the **File** menu to manipulate files.



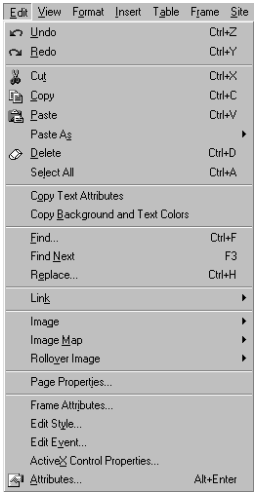
Menu item	Description
New	Creates an HTML file. A blank page is open in the page editing area.
Template	Creates new pages by using a template. Select one of the following submenu items: • **New Page from Template:** Uses a template offered by Homepage Builder to create one or more pages, each consisting of an HTML file and the related files. Follow the instructions on the wizard. • **New Frames from Template:** Creates a frame-setting page by using one of the templates offered by Homepage Builder. • **Add This Page to User Template:** Adds the page you are editing as a user template. To use a user template, click **File --> Template --> New Page from Template** on the menu bar. • **Add This Site to User Template:** Adds all the pages in the open site as user templates. To use a user template, click **File --> Template --> New Page from Template** on the menu bar. • **User Templates:** Displays a list of user templates that have been registered.
Open	Opens an existing HTML file. When the Open dialog appears, select a file and then click the **Open** button. In addition to HTML files, you can also open external style sheet files in the same way to change their settings. If you open an external style sheet file with the menu, however, the style sheet is not linked with the page.
Open URL	Downloads and opens a page from the Internet. When the Open URL dialog appears, specify the URL and then click the **OK** button.
Open This Link	Opens the link destination page if a link is set on the text or image in focus.
Open in New Window	Opens the current page in another window. You can select the view of the page—**Normal**, **HTML Source**, or **Preview**. By using this function, you can open the same page in two windows—one in the **Normal** view and the other in the **HTML Source** view, for example—and compare them with each other as you work on the page.

Menu item	Description
Open in Frame	Displays an existing HTML file within the frame on which the cursor is placed, if a frame-setting page is currently open. The Open dialog appears, and you can select a file and then click the **Open** button.
Save	Saves the page you are editing. If the page is to be saved for the first time, the Save As dialog appears.
Save As	Saves the current page as a new file. The Save As dialog appears, and you can specify the destination folder and the file name.
Save All	Saves all the pages open in the page editing area. The Save As dialog appears for the page that is to be saved for the first time.
Save Frames	Saves the frame you are editing. Select one of the following from the submenu: • **Save Frames:** Saves the frame-setting page (an HTML file that defines the frames) you are editing. If the page is new, the Save As dialog appears. If a page in one of the frames is new, a message asks you if you want to save the page. • **Save Frames As:** Saves the current frame-setting page as a new file.
Reload	Reloads the current page from the file. If the page has been changed, a confirmation message asks you if you want to save the changed version first.
Stop Download	Stops reading a file on the network.
Close	Closes the page being edited. If the page has been changed, a confirmation message asks you if you want to save it first.
Close All	Closes all the pages open in the page editing area. If any page has been changed, a confirmation message asks you if you want to save the changed version first.
Duplicate Page	Makes a duplicate of the file being edited. The duplicate page is not saved unless you explicitly save it.
Save in Personal Folder	Saves the selected area of the current page in the Personal Folder. Once a page has been saved, you can used it by clicking the **Gallery** tab, the **Gallery** button, and **Personal folder**.

Menu item	Description
Print	Prints the page being edited, or previews a print image of it. Select one of the following from the sub-menu: • **Print:** Prints the page being edited. If a frame-setting page is open, Homepage Builder prints the page on which the cursor is placed. The Print dialog appears, and you can start printing by clicking the **OK** button. • **Print Preview:** Displays a print image of the page being edited.
Open Opening Dialog	Displays the Welcome to WebSphere Homepage Builder dialog. If a site is open, you cannot select this menu item.
(Recently used files)	Selects a file from a list of files you recently opened.
Exit	Exits Homepage Builder. If the current page has not been saved, a message appears, asking if you want to save the page.

Edit menu

Use the **Edit** menu to edit pages.



Menu item	Description
Undo	Cancels the most recent operation and restores the edited object to its previous status.
Redo	Performs the operation previously canceled with the **Undo** menu.
Cut	Cuts the selected area from the page you are editing and copies it to the Clipboard.
Copy	Copies the selected area from the page you are editing to the Clipboard.
Paste	Pastes the contents of the Clipboard at the position of the cursor on the page you are editing. If you selected an area before choosing **Paste**, that area is replaced by the contents of the Clipboard.

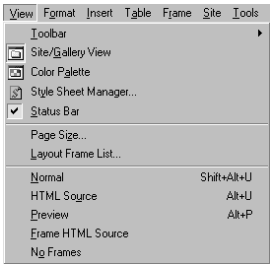
Menu item	Description
Paste As	Pastes the contents of the Clipboard by specifying how to treat the tags in it. Select one of the following from the submenu: • **HTML:** Treats the contents of the Clipboard as HTML tags. For example, if the string <P>abc </P> is on the Clipboard, only the text abc is pasted into the page as a new paragraph, because <P> and </P> are recognized as HTML tags. • **Text:** Treats the contents of the Clipboard as text. For example, if the string <P>abc</P> is in the Clipboard, the entire string <P>abc</P> is pasted into the page, because <P> and </P> are recognized as text.
Delete	Deletes the selected area of the page. If no area has been selected, the tag associated with the element in focus is deleted.
Select All	Selects all the contents of the page.
Copy Text Attributes	Copies only the tags used for emphasizing the text at the position of the cursor to the Clipboard. The tags to be copied by this menu include, for example, <B>, <I>, and <SUP>. To emphasize another text string with the same tags, select the text string and then click **Edit --> Paste** on the menu bar.
Copy Background and Text Colors	Copies the background color, the background image, and the text color of the page to the Clipboard. To paste these attributes to another page, move the cursor to the target page, and then click **Edit --> Paste** on the menu bar.
Find	Searches the page or the site currently open for a text string. The Find dialog appears, allowing you to specify the search conditions.
Find Next	Searches for the next matching text string after you closed the Find dialog or when the dialog does not have a keyboard focus.
Replace	Replaces a text string on the page with another one. The Replace dialog appears.
Link	Sets a link or cancels a link you have set. Select one of the following from the submenu: • **Edit Link:** Changes the attributes of the link. If the cursor is positioned on the element having a link, the Attributes dialog for the link appears. • **Remove Link:** Cancels the link that has been set on the element where the cursor is positioned.

Menu item	Description
Image	Edits the image file where the cursor is positioned. Select one of the following from the submenu: • **Edit Image:** Edits the image by using the image editing function of Homepage Builder. • **Edit with WebArt Designer:** Edits the image by using WebArt Designer, the image-editing tool offered by Homepage Builder. • **Edit with Web Animator:** Edits the image by using Web Animator, the tool for creating animated GIF files offered by Homepage Builder. • **Edit with Image Editor:** Edits the image by using any image editor program specified in the Options dialog.
Image Map	Edits or deletes the image map. Select one of the following from the submenu: • **Edit:** Sets an image map for the selected image. If the cursor is positioned on an image, the Image Map Editor dialog appears. • **Delete:** Removes the image map set for the selected image. If the cursor is positioned on the image with an image map, the Delete Image Map dialog appears.
Rollover Image	Applies or cancels the rollover effect on the selected image. Select one of the following from the submenu: • **Setup Rollover Effect:** Applies the rollover effect on the selected image or changes the rollover settings. • **Remove Rollover Effect:** Removes the rollover effect that has been applied to the selected image.
Page Properties	Sets properties on the page, such as the page title and the background in the Attributes dialog.
Frame Attributes	Enables you to change the attributes of the frame. If the page being edited is using the frame function, the Attributes dialog appears.
Edit Style	Sets a style on the page by using a style sheet.
Edit Event	Defines an event and an action (script) for the tag associated with the element on which the cursor is positioned. For example, if the cursor is placed on an image (that is, the <IMG> tag) and if you select **OnClick** as the event and "Display a message box" as the action, a message box appears when a visitor to your Web page clicks the image.

Menu item	Description
ActiveX Control Properties	Displays the attributes of the selected ActiveX control.
Attributes	Changes the attributes of the selected element. If the cursor is positioned on an element, the Attributes dialog for the element appears.

View menu

Use the **View** menu to change the view of the page or to display or hide the components in the main window.

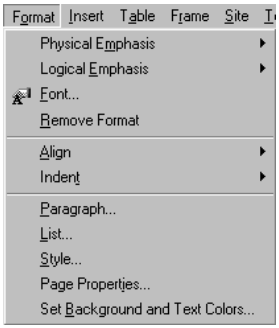


Menu item	Description
Toolbar	Displays or hides a toolbar. Any toolbar marked with a check is currently displayed.
Site/Gallery View	Displays or hides the Site/Gallery View. You can use the Site/Gallery View to manage your sites and to paste materials into your page.
Color Palette	Displays or hides the Color Palette. You can use the Color Palette to set color on the elements of your page.
Style Sheet Manager	Displays or hides the Style Sheet Manager. You can use the Style Sheet Manager to edit styles.
Status Bar	Displays or hides the status bar.
Page Size	Displays the size of the page—that is, an HTML file and all the related files. The Page Size dialog displays the size of each file, the total size, and the estimated download time.
Layout Frame List	Displays or hides a list of layout frames if the page being edited is using the dynamic HTML technology.
Normal	Displays the page in WYSIWYG (what-you-see-is-what-you-get) mode on the **Normal** tab.
HTML Source	Displays the HTML source of the page on the **HTML Source** tab.
Preview	Displays the page as if it were viewed on a Web browser. You can use the **Preview** tab only if Internet Explorer 4.0 or 5.0 is installed on your computer.
Frame HTML Source	Displays the HTML source of the frame-setting page if the frame function is being used.

Menu item	Description
No Frames	Displays the content of the <NOFRAMES> tag in WYSIWYG mode. You can use the <NOFRAMES> tag to prepare your page for the Web browsers that do not support frames.

Format menu

Use the **Format** menu to change the format of text.

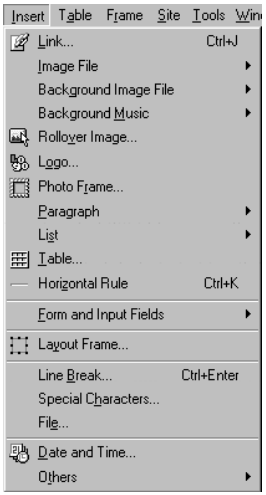


Menu item	Description
Physical Emphasis	Changes the face of the selected text. You can set the following faces: • **Bold:** Makes the text bold. • **Italic:** Makes the text italic. • **Underline:** Makes the text underlined. • **Fixed:** Uses a fixed-width (monospace) font for the selected text. • **Overstrike:** Strikes through the selected text. • **Blink:** Makes the selected text blink. • **Superscript:** Displays the selected text in superscript characters. • **Subscript:** Displays the selected text in subscript characters. • **Style (SPAN):** Sets a style for the selected text through the Set Style dialog. If you select text and then select this menu, the <SPAN> and </SPAN> tags are inserted around the text; then you can set a style for the selected text only.
Logical Emphasis	Changes the logical emphasis on the selected text. The view of the logical emphasis differs among Web browsers. Select one of the following from the submenu: • **Emphasis:** Emphasizes the selected text, usually in italics. • **Strong:** Further emphasizes the selected text, usually in bold. • **Code:** Marks the selected text as program fragments, usually by displaying it in a monospace font (such as a typewriter font).

Menu item	Description
Logical Emphasis (continued)	• **Sample:** Marks the selected text as a sample. • **Keyboard:** Marks the selected text as the text to be typed from the keyboard, usually by displaying it in a monospace font (such as a typewriter font). • **Variable:** Marks the selected text as a variable name, usually by displaying it in italics. • **Definition:** Marks the selected text as a description of a term, usually by displaying it in bold or italic bold. • **Citation:** Marks the selected text as the title of a book or an article, usually by displaying it in italics.
Font	Changes the size, the color, and the face of the selected text. The Font Attributes dialog appears.
Remove Format	Cancels the emphasis you put on the text by use of the **Physical Emphasis** or **Logical Emphasis** menu.
Align	Aligns the selected paragraph to the left, center, or right. You can also align a paragraph in a table to the top, middle, or bottom.
Indent	Indents the selected paragraph or cancels the indention of the paragraph.
Paragraph	Changes the type or the alignment of the selected paragraph. If the cursor is positioned on a paragraph, the Attributes dialog for the paragraph appears.
List	Changes the type or the numbering of the selected list. If the cursor is positioned on a list, the Attributes dialog appears.
Style	Displays the Style Sheet Manager. You can use the Style Sheet Manager to set a style on your page.
Page Properties	Changes the page properties—for example, the page title, the background color, or the meta information (special information embedded into an HTML file; meta information is not defined by HTML grammar).
Set Background and Text Colors	Changes the color of the page background or text. The **Background and Text Color** tab of the Attributes dialog appears.

Insert menu

Use the **Insert** menu to insert such elements as links and images.



Menu item	Description
Link	Sets a link on the selected text string or image. Specify the link destination in the Attributes dialog.
Image File	Inserts an image file at the position of the cursor. You can insert an image from a file, from the Gallery, or from a TWAIN-compliant device, or by specifying a URL.
Background Image File	Inserts an image file as the page background. You can insert an image from a file or from the Gallery.
Background Music	Inserts a sound file as the background music for the page. You can insert a sound file from a file or from the Gallery.
Rollover Image	Applies the rollover effect to the selected image file. The Image Rollover Effect Wizard dialog appears.
Logo	Creates and inserts a logo. The Logo Wizard dialog appears.
Photo Frame	Creates a photo frame for the selected image. The Photo Frame Wizard dialog appears.
Paragraph	Creates a paragraph. Select one of the following from the submenu. Each submenu item name represents the type of paragraph as follows: • **Normal:** Used for a normal paragraph. • **Heading 1-6:** There are six levels of headings, 1 through 6. These are often used for the titles of chapters and sections. Heading 1 appears in the largest font. • **Address:** Used to describe addresses, company names, and school names. This type of paragraph is usually displayed in italics. • **Block Quotation:** Used for a paragraph of quoted matter, to set it off from the body of the text. • **Preformatted:** Used to display a space and a line break "as-is," using a fixed-width font.
List	Creates a list. Select one of the following from the submenu, which offers three choices: • **Bulleted List:** A list whose items are preceded by circles or square marks. • **Ordered List:** A list whose items are preceded by numbers (for example, 1, 2, 3 or i, ii, iii).

Menu item	Description
List (continued)	• **Definition List:** A list that consists of pairs of items. Each pair consists of a term and its description.
Table	Creates a table. In the Insert Table dialog that appears, specify the number of rows and columns. If you have selected an area, a table that encloses the area is created.
Horizontal Rule	Creates a horizontal rule.
Form and Input Fields	Creates a form. First select **Form** from the submenu to create a frame for the form. Then select one of the following from the submenu to create components for the form—that is, input fields. An input field may be created only inside a form frame. • **Push Button:** Select one of the following types: - **Submit Button:** A button that causes the information entered into input fields to be sent to the CGI program on the server. - **Reset Button:** A button that restores the information entered into other fields to their initial values. - **Image Button:** A button with an image. - **General Button:** A button that is not associated with any predefined action. - **Extended Button:** A button that can be generated from the area you select. • **Radio Button:** One of several buttons in a group from which the user can make a selection. • **Check Box:** A field that the user can select or clear. • **Text Area:** A field in which the user can enter multiple lines of text. • **Text Field:** A field in which the user can enter one line of text. • **List Box:** A field that offers the user a choice of two or more items. The user clicks the down arrow or up arrow to scroll the list, and clicks the item to be selected. • **Option Menu:** A field that offers the user a choice of two or more items. The user clicks the down arrow and selects an item from the drop-down list. • **Group Box:** A field in which two or more related fields are grouped.
Layout Frame	Creates a layout frame used for dynamic HTML.
Line Break	Inserts a line break.

Menu item	Description
Special Characters	Inserts a special character—for example, a space or a copyright mark. In the Insert Special Characters dialog that appears, click the character you want to insert.
File	Inserts a text file, a table data file, or an HTML file. In the Open dialog, select the file you want to insert.
Date and Time	Inserts the current date and time. Select the date format in the Insert Date and Time dialog.
Others	Inserts an element that uses advanced technology. Select one of the following from the submenu: • **Script:** Inserts an existing script file or enables you to write a script in your page. In the Script dialog, specify the file name of the script file you want to insert, or write your own script. • **Java Applet:** Inserts a Java applet. In the Attributes dialog, specify the class name of the Java applet and its parameters. • **Plug-ins:** Inserts a plug-in object. In the Attributes dialog, specify such attributes as the file name and the location of the object. • **ActiveX Control:** Inserts an ActiveX Control. In the ActiveX Control dialog, select the control you want to insert. • **Object:** Inserts an object for capturing any image, ActiveX Control, or HTML file at the position of the cursor. In the Attributes dialog, specify the URL of an executable program (such as Java or ActiveX) and the object parameters. • **Style Container (DIV):** Inserts the <DIV> tag. If you select a range of text or images before you select this menu, the selected area is enclosed with the <DIV> tag and the </DIV> tag. You can then specify a style for the <DIV> tag by use of the Attributes dialog. • **Comments:** Inserts comments. In the Edit Comments dialog, type your comments. They are not displayed on Web browsers, but you can view them in the HTML source file. • **HTML Tag:** Inserts an HTML tag. In the HTML Tag dialog, enter the HTML tag you want to insert. You can even enter a tag that is not supported by Homepage Builder. Example: `<MARQUEE>Hello!!</MARQUEE>`

Menu item	Description
Others (continued)	• **Table of Contents:** Inserts a table of contents by using the headings included in your page. In the Insert Table of Contents dialog, specify the options (such as the type and the destination) for the table of contents. • **SSI:** Inserts an SSI (Server Side Includes) command. This menu is applicable only if you are using a server that supports SSI. You can insert one of the following commands: **Insert File**, **Execute Command**, **Show Last Update Time**, **Show File Size**, **ECHO**, or **CONFIG**.

Table menu

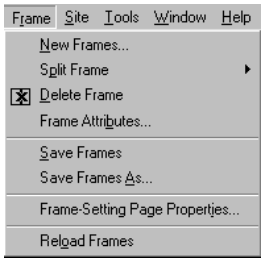
Use the **Table** menu to create and edit tables.

Menu item	Description
Insert Table Body	Creates a table. In the Insert Table dialog, specify the number of rows and columns for the table. If you have selected an area before selecting this menu, a table that encloses the selected area is created without a dialog being displayed.
Insert Table Caption	Adds a caption at the top (or bottom) of the table. In the Insert Caption dialog, enter the table caption.
Add Row	Adds one or more rows to the table. From the submenu, select one of the following: • **Add Above:** Adds a row above the cell where the cursor is positioned. • **Add Below:** Adds a row below the cell where the cursor is positioned. • **Specify and Add:** Adds the specified number of rows at the specified position.
Add Column	Adds one or more columns to the table. From the submenu, select one of the following: • **Add to Left:** Adds a column to the left of the cell where the cursor is positioned. • **Add to Right:** Adds a column to the right of the cell where the cursor is positioned. • **Specify and Add:** Adds the specified number of columns at the specified position.

Menu item	Description
Delete Row	Deletes the row the cursor is in. If you clear the **Delete cell contents when a table is deleted** check box on the **General** tab of the Options dialog, the contents of the row are not deleted.
Delete Column	Deletes the column the cursor is in. If you clear the **Delete cell contents when a table is deleted** check box on the **General** tab of the Options dialog, the contents of the column are not deleted.
Delete Table	Deletes the table the cursor is in. If you clear the **Delete cell contents when a table is deleted** check box on the **General** tab of the Options dialog, the contents of the table are not deleted.
Split Cell	Splits the cell the cursor is in. From the submenu, select **Column** to split the cell horizontally, **Row** to split the cell vertically, or **Specify and Split** to specify the number of output cells and the direction to split.
Join Rows	Joins the selected cell with the cell above or below it. From the submenu, select **With Cell Above** or **With Cell Below**.
Join Columns	Joins the selected cell with the cell to its left or right. From the submenu, select **With Cell on Left** or **With Cell on Right**.
Join Selected Cells	Joins the cells you have selected by dragging the mouse.
Copy Row	Copies the selected row, and places it on the Clipboard.
Copy Column	Copies the selected column, and places it on the Clipboard.
Paste Row	Pastes the row you have copied to the Clipboard into the table the cursor is in. From the submenu, select **Above** to paste the row above the cursor, or select **Below** to paste the row below the cursor.
Paste Column	Pastes the column you have copied to the Clipboard into the table the cursor is in. From the submenu, select **On Left** to paste the column to the left of the cursor, or select **On Right** to paste the column to the right of the cursor.

Frame menu

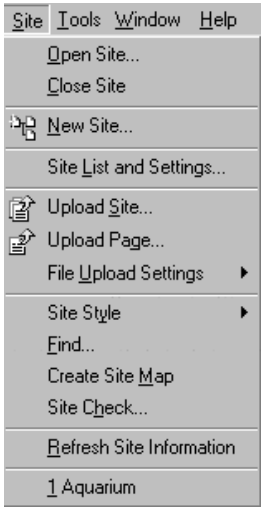
Use the **Frame** menu to create and edit frames.



Menu item	Description
New Frames	Creates a frame-setting page by using a template. In the New dialog, select the template you want to use.
Split Frame	Splits a page or a frame into multiple frames. From the submenu, select **Split Vertically** to split the page or frame vertically, **Split Horizontally** to split the page or frame horizontally, or **Specify and Split** to specify the number of output frames and the direction in which they are to be split.
Delete Frame	Deletes the frame you have selected.
Frame Attributes	Changes the attributes of the frame you have selected.
Save Frames	Saves the frame-setting page (an HTML file that defines the frames) you are editing. If the page is to be saved for the first time, the Save As dialog appears. If any of the pages within the frames has been changed, a confirmation message appears.
Save Frames As	Saves the frame-setting page with a new file name.
Frame-Setting Page Properties	Changes the properties of the frame-setting page. In the Attributes dialog, specify the frame attributes—for example, the title of the frame-setting page.
Reload Frames	Reloads the frame-setting page being edited. If the page has been changed, a confirmation message appears.

Site menu

Use the **Site** menu to manage or transfer your sites.

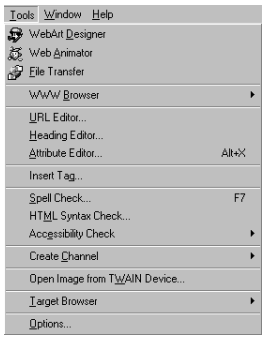


Menu item	Description
Open Site	Opens an existing site. In the Site List and Settings dialog, select a site and then click the **Open** button.
Close Site	Closes the currently open site.
New Site	Creates a site.
Site List and Settings	Displays the site information in the Site List and Settings dialog. In this dialog, you can create, duplicate, or change the settings of your site.
Upload Site	Uploads only the files that have been updated since the last upload. If you are uploading your site for the first time, all the files are uploaded. If, however, you have already uploaded your files by using an FTP application other than Homepage Builder, it is recommended that you click **Site --> File Upload Settings --> Mark All Files as Uploaded** on the menu bar so that you can upload only the files you have changed since then.
Upload Page	Uploads only the files related to the selected page.
File Upload Settings	Creates, changes, or deletes file upload settings (a set of information that Homepage Builder maintains for the server access—for example, the server name, the user ID, the password, and the destination folder). Select one of the following from the submenu: • **New Upload Settings:** Defines new file upload settings. • **Edit Upload Settings:** Displays a list of file upload settings. You can change or delete existing file upload settings. • **Mark All Files as Uploaded:** Sets all the files in the site as "already transferred." If the server already contains your latest files, you can upload only the updated files by selecting this menu item.
Site Style	Sets a style for the entire site. Select one of the following from the submenu: • **Set Site Style:** Sets a style for the site. Follow the instructions on the wizard. • **Remove Site Style:** Cancels the style you have set on the site. • **Edit Site Style:** Edits the contents of the site style.

Menu item	Description
Find	Searches the files in the site for the specified text string.
Create Site Map	Creates a page that shows the site hierarchy. The created page is automatically opened and displayed in the editing area.
Site Check	Does an accessibility check and a spelling check on all the files in the site.
Refresh Site Information	Refreshes the information on the currently open site. If you added or deleted files in your site by using a program other than Homepage Builder and the update is not reflected correctly, select this menu to explicitly refresh the information.
(Recently used files)	Enables you to select and open a site from the list of sites you have recently opened.

Tools menu

Use the **Tools** menu to use one of the tools and functions provided by Homepage Builder.

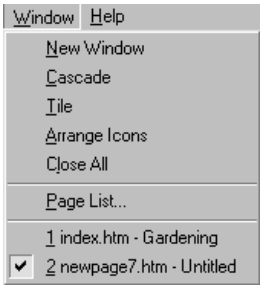


Menu item	Description
WebArt Designer	Starts WebArt Designer, which is used for creating and enhancing images.
Web Animator	Starts Web Animator, which is used for creating animated GIF files.
File Transfer	Starts File Transfer.
WWW Browser	Starts a Web browser and displays the page you are editing. • **Internet Explorer:** Starts Internet Explorer. • **Netscape:** Starts Netscape Navigator.
URL Editor	Changes the URL of a link, an image, a plug-in object, or a background image, as well as allowing you to edit the alternative text for all the images on the page. The URL Editor dialog appears.
Heading Editor	Enables you to change the heading level of each heading on the page by use of the Heading Editor dialog.
Attribute Editor	Enables you to directly edit attributes of a tag in your page by use of the Attribute Editor dialog.
Insert Tag	Inserts an HTML tag. In the Insert Tag dialog, click the name of the tag you want to insert.

Menu item	Description
Spell Check	Corrects the spelling on your page. If a spelling error is found, the Spell Check dialog appears.
HTML Syntax Check	Checks for errors in HTML syntax. If an error is found, the HTML Syntax Error dialog appears, and you can correct the error.
Accessibility Check	If you select **Check**, the page is checked for accessibility, and the HTML tag errors are listed in the Accessibility Check dialog. If you select **Set Options**, you can select which items to check in the Set Options for Accessibility Check dialog.
Create Channel	Creates a file used for registering your Web page as a channel.
Open Image from TWAIN Device	Loads image files from a TWAIN-compliant device. The Open Image from TWAIN Device dialog appears.
Target Browser	Enables you to create a page that is suitable for the target Web browser (the Web browser you intended your visitors to use). Select one of the following from the submenu: • **Tag Check:** Checks for any tags or attributes that are not supported by the specified Web browser. The Check Tags dialog appears. • **Settings:** Enables you to set the size of the page editing area or the tag check options as needed for the target Web browser. The **Target Browser** tab of the Options dialog appears. • **Standard:** Indicates the assumption that a visitor to the page will use a general type of Web browser, such as Internet Explorer or Netscape Navigator. • **(*Target browser name*):** Enables you to select a target browser from a list of target browsers. If you select a special browser type, the size of the page editing area is adjusted to match the browser.
Options	Enables you to set Homepage Builder options in the Options dialog.

Window menu

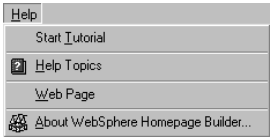
Use the **Window** menu to change the view of the page displayed in the page editing area.



Menu item	Description
New Window	Opens another window and displays the page you are editing in it.
Cascade	Arranges the open windows in a cascaded form (the windows overlap, but all their captions are visible).
Tile	Arranges the open windows like tiles.
Arrange Icons	Arranges icons, which indicate minimized pages.
Close All	Closes all the open pages.
Page List	Displays or hides the Page List dialog, which lists all open pages. If you click a page in this dialog, the page is displayed in the topmost window.
(Pages currently open)	Enables you to select a page from the list of pages currently open and display the page in the topmost window.

Help menu

Use the **Help** menu to view various useful information about Homepage Builder, such as the online tutorial, the online help, and the version information.



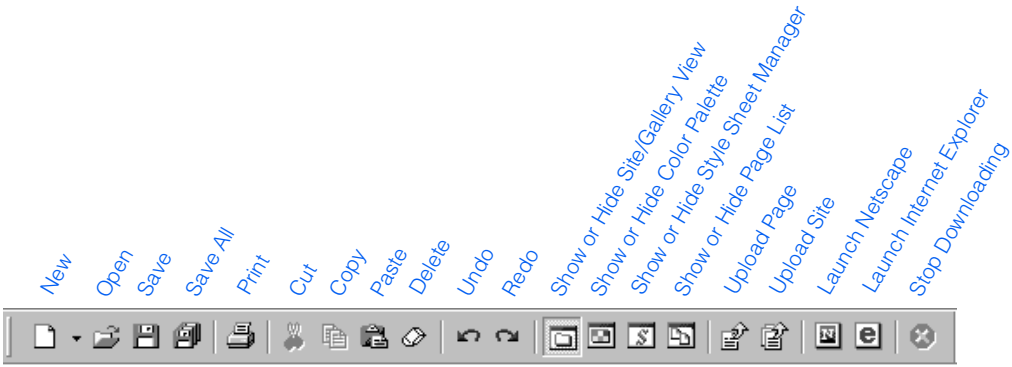
Menu item	Description
Start Tutorial	Starts the online tutorial, which introduces the overall functions and operations of Homepage Builder.
Help Topics	Displays the online help. In the Help Topics dialog, look for the topic on which you want to display online help information.
Web page	Starts a Web browser, and displays the Web pages for WebSphere Homepage Builder and the WebSphere family.
About WebSphere Homepage Builder	Displays the version information of Homepage Builder.

Toolbars

A toolbar contains buttons that correspond to the menu items that are used often. By using the toolbar, you can perform operations just by clicking a button. Some toolbars appear or hide according to the status of the main window. For example, the Frame toolbar is shown automatically when frames are being used.

General toolbar

The General toolbar contains buttons for the functions that are used most often.



Format toolbar

You can use the Format toolbar to change the format of your pages.

Insert toolbar

You can use the Insert toolbar to insert such elements as images and tables. The toolbar also contains buttons with which you can change element attributes or edit images.

Frame toolbar

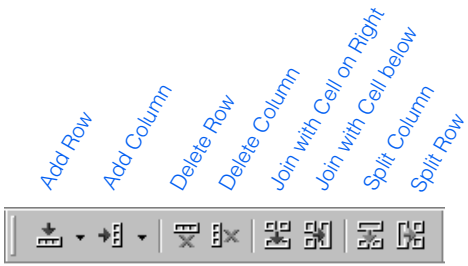
The Frame toolbar is displayed only when frames are being used.

URL toolbar

The URL toolbar is displayed only when the page being edited contains links.

Table toolbar

You can use the Table toolbar to edit tables.

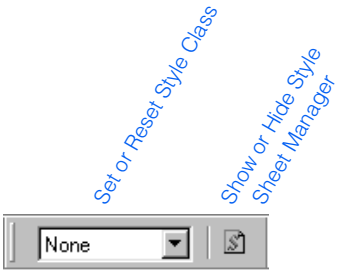


Form and Input Fields toolbar

The Form and Input Fields toolbar is displayed only when the page being edited contains forms.

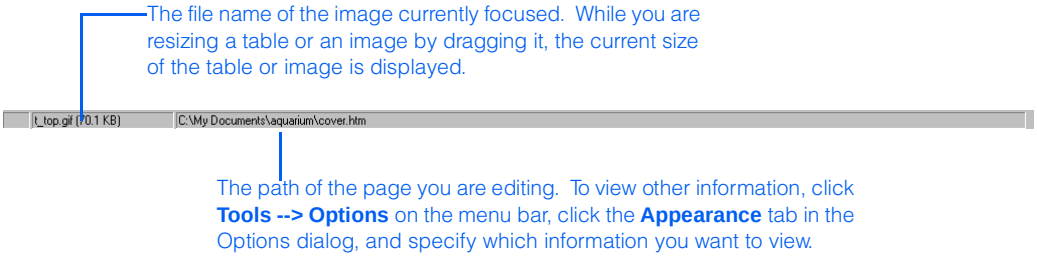
Style Class toolbar

You can use the Style Class toolbar to apply a style class at the position of the cursor on your page. You can apply style classes defined on the page or in an external style sheet linked from the page.



Status bar

The status bar is at the bottom of the main window. The status bar displays information according to the status of the main window.

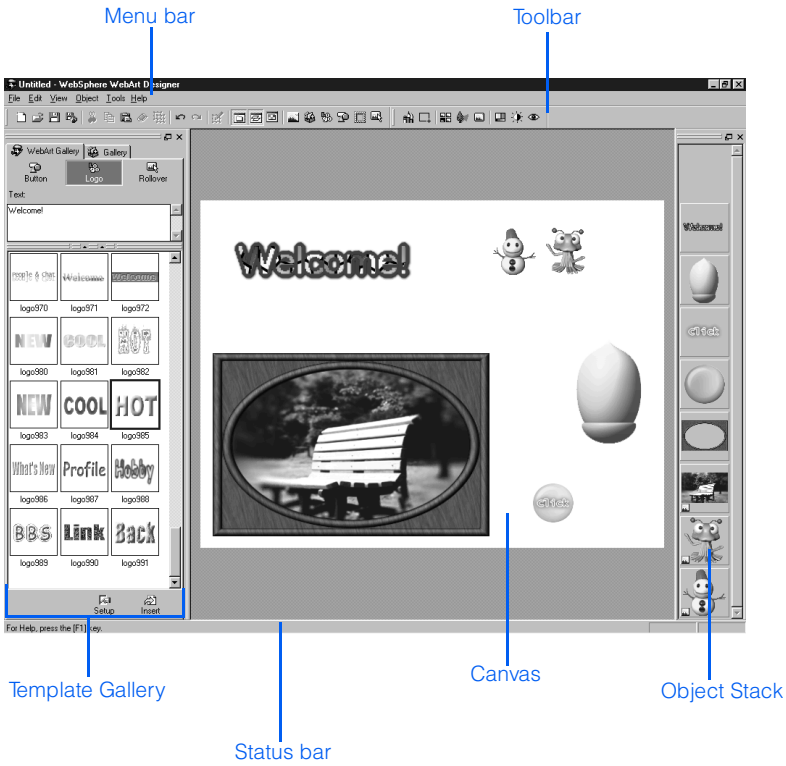


WebArt Designer functions

WebArt Designer is one of the accessory tools provided by Homepage Builder. It assists you in creating and editing images. By using this tool, you can easily create logos and buttons for your Web pages. Although the Homepage Builder main program also enables you to edit GIF or JPEG images, WebArt Designer offers you a richer set of functions on image editing. This section explains each component in the WebArt Designer main window and the operations you can perform by using the menu bar and the toolbar.

WebArt Designer main window

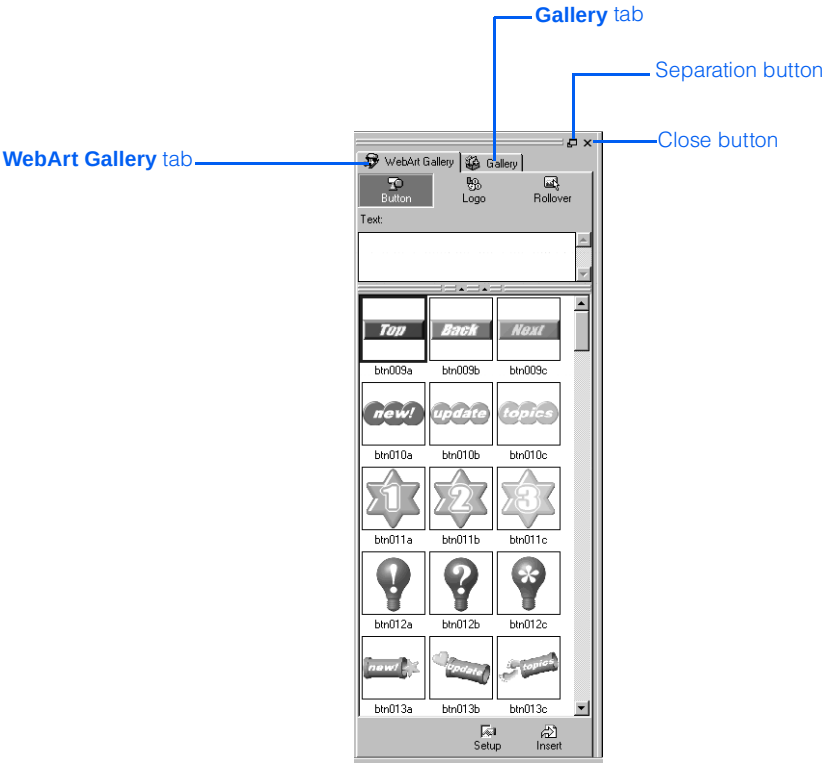
The main window of WebArt Designer consists of the following components:



For instructions on using WebArt Designer, see Chapter 17.

Template Gallery

You can create images by using the sample materials in the Template Gallery.



The separation button and the close button

At the top-right corner of the Template Gallery are the following buttons:

Separation button

If you click this button, the Template Gallery will be separated from the main window, allowing you to place it anywhere you like. To re-join the separated Template Gallery and the main window, double-click the title bar of the Template Gallery.

Close button

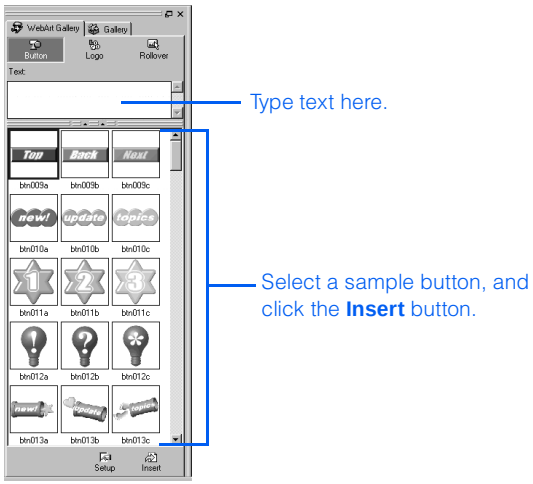
If you click this button, the Template Gallery closes. To display the Template Gallery again, click **View --> Template Gallery** on the menu bar.

WebArt Gallery tab

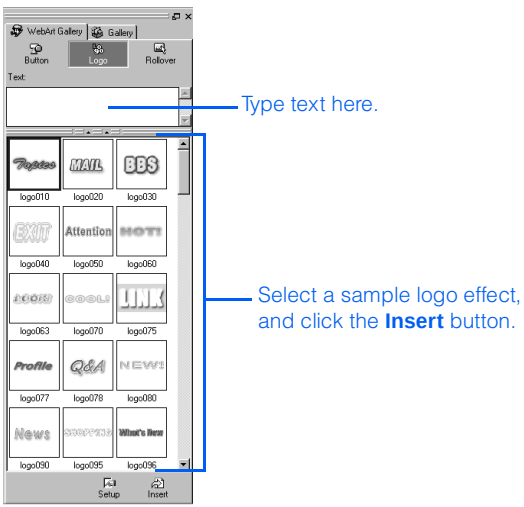
The **WebArt Gallery** tab lists several sample images created with WebArt Designer. These images are saved in a special file format called *WebArt files (*.mif)*. You can paste one of these sample images on the Canvas, edit it, and save it in another file format.

The **WebArt Gallery** tab contains the following three buttons:

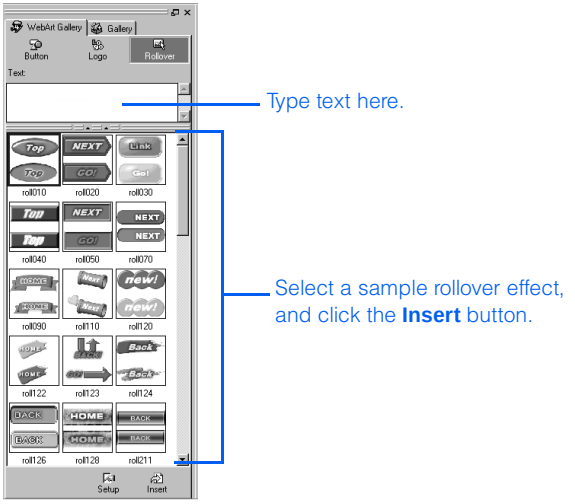
Clicking this button displays a list of sample buttons. Type text in the **Text** field, select the thumbnail of the button you want, and then click the **Insert** button. To change the shape or color of the button, click **Edit --> Edit Object** on the menu bar.



Clicking this button displays a list of sample logo files. Type text in the **Text** field, select the thumbnail of the logo you want, and then click the **Insert** button. To change the font size or color of the logo, click **Edit --> Edit Object** on the menu bar.

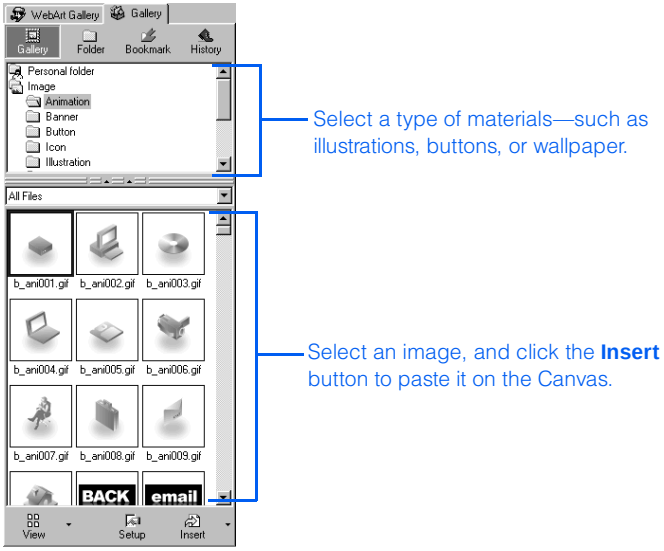


Clicking this button displays a list of sample rollover images. Type text in the **Text** field, select the thumbnail of the rollover image you want, and then click the **Insert** button. The Create Rollover dialog appears. Specify the two images used for the rollover—the original image and the image that replaces the original one when the mouse pointer is moved over it—and then click the **Save Rollover** button. Follow the instructions on the Rollover Wizard dialogs.



Gallery tab

The **Gallery** tab provides mostly the same functions as those provided by the Site/Gallery View in the main program of Homepage Builder, except that the **Gallery** tab provides only image files.



Canvas and Object Stack

The blank rectangular area at the center of the main window is called the *Canvas*. The Canvas is the area for editing objects.

On the right of the main window is the *Object Stack*, which displays thumbnails of the objects on the Canvas. In the Object Stack, the last object in the stack is shown at the bottom, and the first object at the top. An image in the Object Stack might be marked with one of the following icons:

Indicates an image object—that is, an image file pasted on the Canvas or an object converted into an image object.

Indicates a hidden object. If you select an object and then click **Object --> Hide** on the menu bar, the object is hidden from the Canvas, and the thumbnail of the object in the Object Stack is marked with this icon.

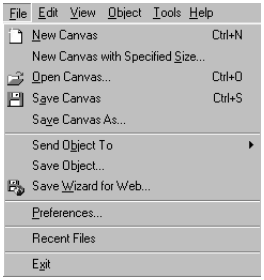
Indicates the object currently being edited.

Menu bar

From the menu bar, you can access all the functions provided by WebArt Designer.

File menu

Use the **File** menu to manipulate files, create a Canvas, and save objects.

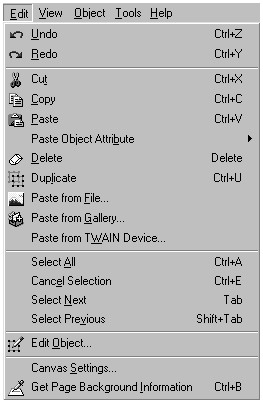


Menu item	Description
New Canvas	Creates a new Canvas. If changes have been made to the Canvas currently open, a confirmation message appears.
New Canvas with Specified Size	Creates a new Canvas with the specified size. The Canvas Settings dialog appears, and you can specify the size of the Canvas. If changes have been made to the Canvas currently open, a confirmation message appears.
Open Canvas	Opens a Canvas that has been saved. The Open Canvas dialog appears, and you can specify the file you want to open. You can open a file with any of the following file formats: • WebArt files (*.mif) • GIF files (*.gif) • JPEG files (*.jpeg, *.jpg, *.jpe) • PNG files (*.png) • Bitmap files (*.bmp) • Windows Metafile files (*.wmf, *.emf) • TIFF files (*.tiff, *.tif) • FlashPix files (*.fpx) • Photo CD files (*.pcd) • DCM files (*.dcm)
Save Canvas	Saves a Canvas. If you save a Canvas in the WebArt file format, you can open it again with the **Open Canvas** menu and edit it. If you save it in another format (for example, as a GIF file or JPEG file), the object information is not retained. Therefore, if you want to edit the Canvas later, be sure to save it in WebArt file format. When you have finished with the Canvas, save it by selecting the **Save Wizard for Web** menu instead of this menu. When you save a Canvas for the first time, the Save Canvas As dialog appears. Specify a location and a file name for the Canvas.

Menu item	Description
Save Canvas As	Saves a Canvas with a new name. In the Save Canvas As dialog, specify the location and the name of the file to be saved. You can save a file in any of the following file formats: • WebArt files (*.mif) • GIF files (*.gif) • JPEG files (*.jpeg, *.jpg, *.jpe) • PNG files (*.png) • Bitmap files (*.bmp)
Send Object To	• **Homepage Builder:** Inserts the selected object at the position of the cursor in the page editing area of Homepage Builder. • **Personal Folder:** Saves the selected object in the Personal Folder.
Save Object	Saves the selected objects in WebArt file format (*.mif). Select this menu if you do not need to save the Canvas or if you want to reduce the file size.
Save Wizard for Web	Saves the selected objects in GIF, JPEG, or PNG format. Select this menu if you want to save the objects in a format that can be easily handled by Web pages.
Preferences	Enables you to set WebArt Designer options.
(Recent files)	A list of files that have been recently used appears at this position. If you click the name of a file, that file opens.
Exit	Exits WebArt Designer. If the Canvas being edited has not been saved, a message appears, asking if you want to save the Canvas.

Edit menu

Use the **Edit** menu to edit objects on the Canvas.



Menu item	Description
Undo	Cancels the most recent operation and restores the edited object to its previous status.
Redo	Performs the operation previously canceled with the **Undo** menu.
Cut	Cuts the selected object and copies it to the Clipboard.
Copy	Copies the selected object to the Clipboard.
Paste	Pastes the content of the Clipboard onto the Canvas.
Paste Object Attribute	Applies an attribute of the selected object (color, size, text, font name, edge outline, or effect) to the copy destination object. Use this menu when, for example, you want to match the color of two objects.
Delete	Deletes the selected object. You can delete one or more objects at once.
Duplicate	Makes a duplicate of the selected object. You can duplicate one or more objects at once.
Paste from File	Opens an image file and pastes the objects in that file onto the Canvas.
Paste from Gallery	Loads a file from the Gallery and pastes the objects it contains onto the Canvas.
Paste from TWAIN Device	Loads an image from a TWAIN device and pastes it onto the Canvas as an image object.
Select All	Selects all the objects on the Canvas.
Cancel Selection	Deselects all the selected objects on the Canvas.
Select Next	Selects the next object in the Object Stack.
Select Previous	Selects the preceding object in the Object Stack.
Edit Object	Enables you to edit the selected object. If you have selected a logo, a button, or a photo frame object, a dialog for editing such attributes as text, color, outline, effect, shape, position, and size appears. If you have selected an image object, you can edit its size and position only.
Canvas Settings	Changes the size and color of the current Canvas. The Canvas Settings dialog appears.

Menu item	Description
Get Page Background Information	Obtains the page background color (or image) from the page open in the page editing area of Homepage Builder, and uses it as the background color (or image) of the Canvas. Use this menu to check how an object looks on the page background.

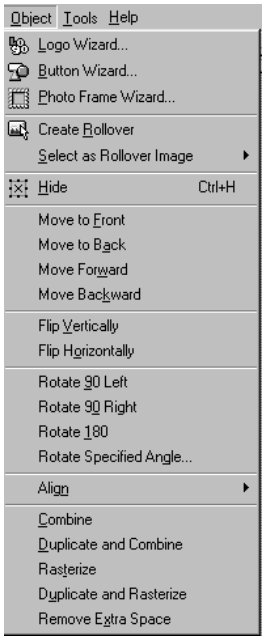
View menu

Use the **View** menu to change the view of a Canvas or to show or hide the components in the main window. Even if you use this menu to change the size of a Canvas, the actual Canvas size, or file size, is not changed.

Menu item	Description
Zoom In	Zooms in on the Canvas. From the submenu, select the power: **x 2**, **x 3**, or **x 4**.
Zoom Out	Zooms out from the Canvas. From the submenu, select the power: **x 1/2**, **x 1/3**, or **x 1/4**.
Actual Size	Displays the Canvas at actual size.
Show Grid	Shows or hides a grid on the Canvas. A grid is a set of horizontal and vertical lines that helps you align and size objects.
Snap to Grid	Adjusts objects to the grid. If you select this menu and then move or resize an object on the Canvas, the position and size of the object is adjusted to the grid.
Standard Toolbar	Shows or hides the Standard toolbar.
Image Toolbar	Shows or hides the Image toolbar.
Status Bar	Shows or hides the status bar.
Template Gallery	Shows or hides the Template Gallery. The Template Gallery is used for pasting objects on a Canvas.
Object Stack	Shows or hides the Object Stack. The Object Stack is used for changing the stack level of an object.
Color Palette	Shows or hides the Color Palette. The Color Palette is used for setting a color when a line or figure is drawn with a brush.

Object menu

Use the **Object** menu when you edit objects. WebArt Designer supports five kinds of object: the logo objects, the button objects, the photo frame objects, the clipart objects (Windows metafiles), and the image objects on which you can paint or add an effect.



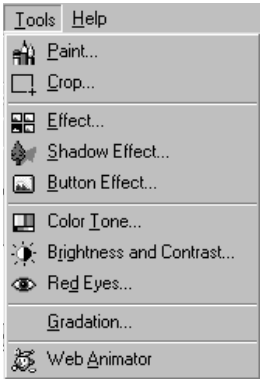
Menu item	Description
Logo Wizard	For use in creating a logo object. Follow the instructions on the wizard dialogs to specify such information as the logo text.
Button Wizard	For use in creating a button object. Follow the instructions on the wizard dialogs to specify such information as the shape and color of the button to be created.
Photo Frame Wizard	For use in creating a photo frame object. Follow the instructions on the wizard dialogs to specify such information as the shape and color of the photo frame to be created.
Create Rollover	For use in creating an image having a rollover effect. A rollover effect switches an image to another when the mouse pointer is placed over the original image. Before selecting this menu to create a rollover image, you must first create two images on the Canvas.
Select as Rollover Image	For use in creating a rollover image by using the selected object as either the original image or the replacement image. When the Create Rollover dialog appears, select the other image on the Canvas and then click the **Select** button. Then click the **Save Rollover** button and follow the instructions on the wizard dialogs.
Hide	Hides the selected object. The hidden object is marked with an **X** at the bottom left of the image on the Object Stack. To show the hidden object, select the object and this menu again.
Move to Front	Moves the selected object to the front of the Object Stack.
Move to Back	Moves the selected object behind the other objects in the Object Stack.
Move Forward	Moves the selected object forward one position in the Object Stack.
Move Backward	Moves the selected object backward one position in the Object Stack.
Flip Vertically	Flips the selected object vertically.
Flip Horizontally	Flips the selected object horizontally.
Rotate 90 Left	Rotates the selected object 90 degrees to the left.

Menu item	Description
Rotate 90 Right	Rotates the selected object 90 degrees to the right.
Rotate 180	Rotates the selected object 180 degrees.
Rotate Specified Angle	Rotates the selected object the specified number of degrees. In the Rotate Object dialog, specify the angle and the direction.
Align	Aligns the selected objects. Select one of the following from the submenu: • **Left:** Aligns the left edges of the objects to the left edge of the selected area. • **Horizontal Center:** Aligns the horizontal center of the objects to the horizontal center of the selected area. • **Right:** Aligns the right edges of the objects to the right edge of the selected area. • **Top:** Aligns the top of the objects to the top of the selected area. • **Vertical Center:** Aligns the vertical center of the objects to the vertical center of the selected area. • **Bottom:** Aligns the bottom of the objects to the bottom of the selected area. • **Center:** Aligns the center of the objects to the center of the selected area.
Combine	Converts the selected objects into a single image object.
Duplicate and Combine	Makes copies of the selected objects and then converts the copies into a single image object. Use this menu when you want to keep the original objects separate.
Rasterize	Converts a logo object, a button object, or a photo frame object into an image object. Once an object is rasterized, you can no longer change its attributes. You can, however, paint it or add an effect on it.
Duplicate and Rasterize	Makes a copy of the selected object and then converts the copy into an image object. Use this menu when you want to keep the original object.
Remove Extra Space	Removes any extra space around the selected image object.

Tools menu

Use the **Tools** menu to edit image objects. If an object other than an image has been selected, a dialog appears, asking you if you want to convert it into an image object. Click the **Yes** button if you want to convert it into an image and then edit it.

After an object is converted into an image, you can no longer change its attributes.



Menu item	Description
Paint	Enables you to paint on an image object. Select a paint tool in the Paint Tool dialog, select an image object on the Canvas, and then use the tool on the image.
Crop	Enables you to crop a part of an object to create an image object. In the Crop Tool dialog, select the shape of the area to be cropped. Then, on the Canvas, specify the area of an object to be cropped. A duplicate copy of the specified area is created as a new image object.
Effect	Applies an effect to an image object. In the Effect Palette dialog, select an effect.
Shadow Effect	Adds a shadow to an image object. In the Shadow Effect dialog, specify the direction and distance of the shadow.
Button Effect	Applies a button effect to an image object. In the Button Effect dialog, select **Concave** or **Convex**, and specify the darkness of the shadow for the button by moving the slider.
Color Tone	Adjusts the color tone of an image object. In the Adjust Color Tone dialog, adjust the saturation, color balance, and brightness of the object.
Brightness and Contrast	Adjusts the brightness and contrast of an image object. In the Correct Brightness and Contrast dialog, adjust the brightness and contrast of the object.
Red Eyes	Corrects red eyes on a photographic image. In the Correct Red Eyes dialog, specify the correct color of the eyes and then click the red eyes.
Gradation	Creates a gradation of your own. The gradation you have created can be saved as a file and be applied on a logo, a button, or a photo frame.
Web Animator	Starts Web Animator, one of the Homepage Builder's accessory tools, for use in creating animated GIF files.

Help menu

Use the **Help** menu to read the online help or to refer to the version information of WebArt Designer.

Menu item	Description
Help Topics	Displays the online help. In the Help Topics dialog, look for the topic on which you want to display online help information.
About WebSphere WebArt Designer	Displays the version of WebArt Designer.

Toolbars

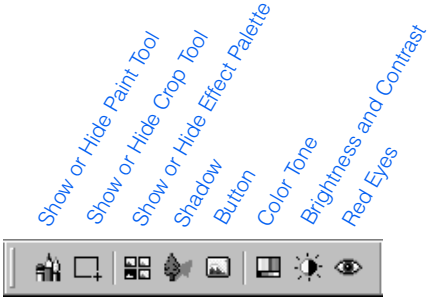
A toolbar contains buttons that correspond to the menu items that are used often. By using the toolbar, you can perform operations just by clicking a button.

Standard toolbar

The Standard toolbar contains the buttons that are used most often.

Image toolbar

The Image toolbar contains buttons used for editing image objects.



Status bar

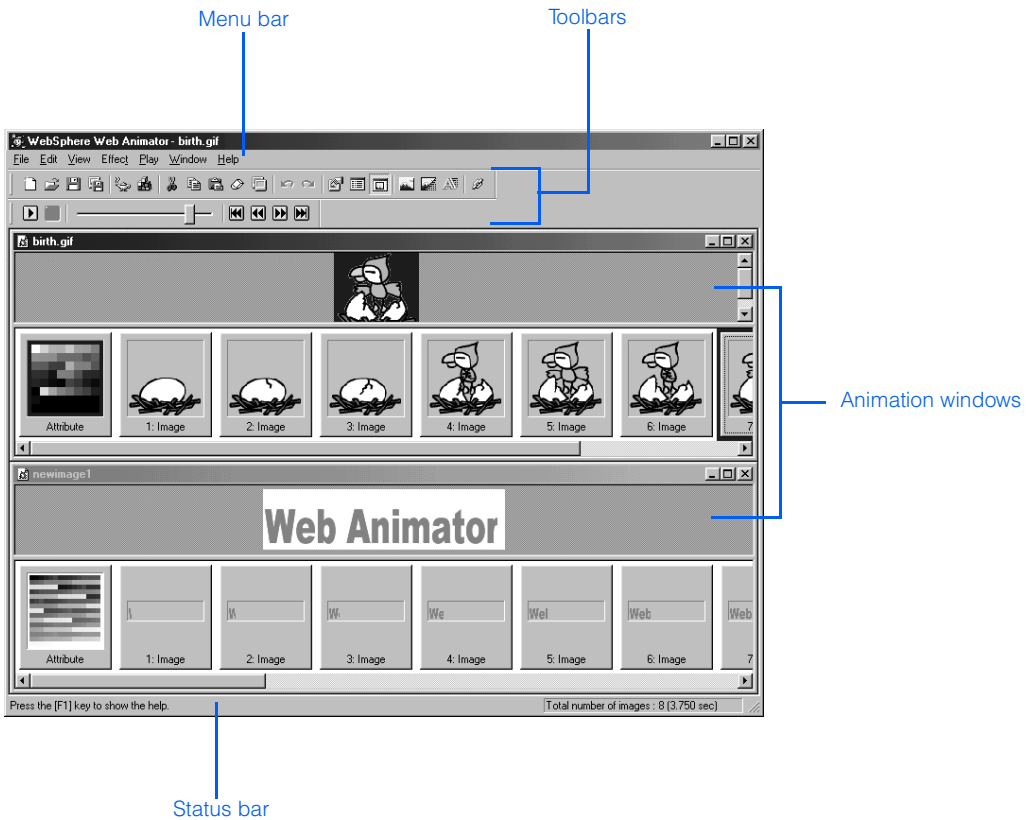
The status bar is at the bottom of the main window. If you move the mouse pointer over the main window, information about the window component on which the pointer is placed is shown on the status bar.

Web Animator functions

Web Animator is a program for creating animated GIF files. An *animated GIF* is a series of image files in GIF format, displayed sequentially to give the appearance of an animation. You can insert an animated GIF into a page in the same way as a regular GIF image file. You can create an animated GIF from either multiple images or a single image. This section explains each component in the Web Animator main window and the functions you can invoke from the menu bar and the toolbar.

Web Animator main window

The main window of Web Animator has the following components:

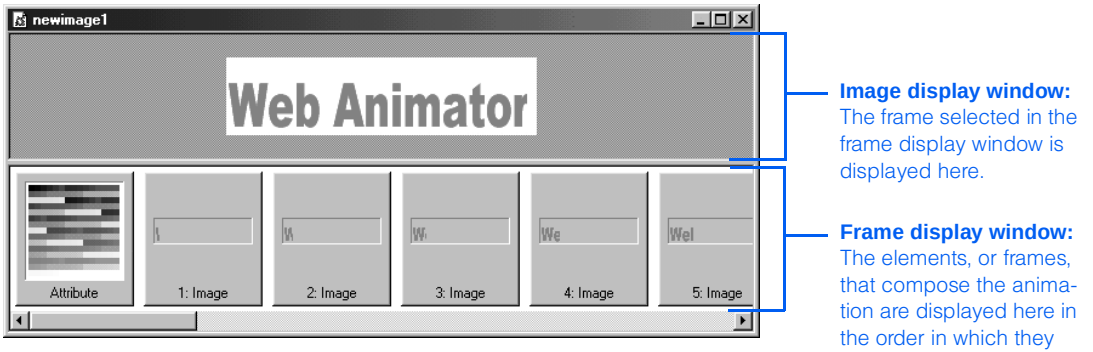


For instructions on using Web Animator, see Chapter 18.

Animation window

An animation window is used for editing an animation. This window is displayed when you create a new animation or edit an existing one. A single animation window corresponds to a single animated GIF file. By opening multiple animation windows, you can edit multiple animated GIF files at the same time.

An animation window is composed of two parts: the image display window (the upper part) and the frame display window (the lower part). Each element in an animation is called a *frame*.

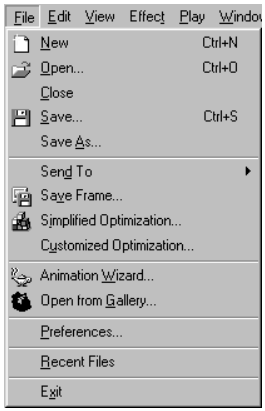


Menu bar

From the menu bar, you can access all the functions provided by Web Animator.

File menu

Use the **File** menu to manipulate animated GIF files. For example, you can start a wizard that enables you to create an animation with easy operations.

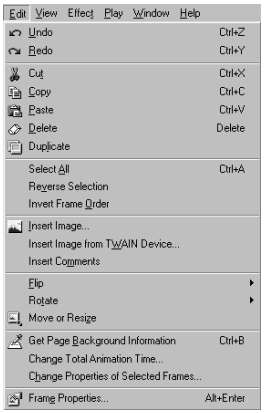


Menu item	Description
New	Creates a new animated GIF file.
Open	Opens an existing animated GIF file. In the Open dialog, specify the file you want to open.
Close	Closes the current animated GIF file. If changes have been made, a message appears, asking if you want to save the changes.
Save	Saves the current animated GIF file. If the animation has never been saved, the Save As dialog appears.
Save As	Saves the current animated GIF file with a new name. In the Save As dialog, specify the file name.
Send To	• **Homepage Builder:** Inserts the current animated GIF file at the position of the cursor in the page editing area of Homepage Builder. • **Personal Folder:** Saves the animated GIF file in the Personal Folder.
Save Frame	Saves the frame selected in the frame display window as a separate GIF file. In the Save Image As dialog, specify the file name. Use this menu when you want to use an image included in an existing animated GIF file.
Simplified Optimization	Reduces the size of an animated GIF file by optimizing the color palette and the frames used by the selected animated GIF file with the default options. The optimized animation is shown in a new animation window. (The original animation is left unchanged.)
Customized Optimization	Reduces the size of an animated GIF file by optimizing the color palette and the frames used by the selected animated GIF file with the user-specified options. The optimized animation is shown in a new animation window. (The original animation is left unchanged.)
Animation Wizard	Enables you to create an animated GIF file by following the instructions on the wizard.
Open from Gallery	Creates an animated GIF file by using one of the materials offered by Web Animator. From the list of materials, select the one you want to use for the animation.
Preferences	Enables you to set Web Animator options.
(Recent files)	The files that have been used recently are listed at this position. Click the name of a file to open it.

Menu item	Description
Exit	Exits Web Animator. If the files being edited have not been saved, a message appears for each file, asking if you want to save it.

Edit menu

Use the **Edit** menu to edit each frame that compose an animation.



Menu item	Description
Undo	Cancels the most recent operation and restores the file to its previous status.
Redo	Performs the operation previously canceled with the **Undo** menu.
Cut	Cuts the selected frames and copies them to the Clipboard.
Copy	Copies the selected frames to the Clipboard.
Paste	Pastes the content of the Clipboard in front of the frame currently being selected.
Delete	Deletes the selected frames.
Duplicate	Makes a copy of each selected frame and inserts the copy in front of the corresponding original frame.
Select All	Selects all the frames in an animated GIF file.
Reverse Selection	Reverses the selection of frames—that is, deselects the selected frames, and selects the unselected frames.
Invert Frame Order	Reverses the order of the selected frames. Among the selected frames, the last one comes first, and the first one goes to the back.
Insert Image	Inserts another frame, or image, in front of the frame currently being selected. In the Insert Image dialog, select the file you want to insert. You can insert more than one file.
Insert Image from TWAIN Device	Loads images from a TWAIN-compliant device. The Open Image from TWAIN Device dialog appears.

Menu item	Description
Insert Comments	Inserts a comment frame in front of the currently selected frame. In the comment frame, you can record such information as the date the animation was created and the name of the person who created it. The comment frame does not appear when you play the animation.
Flip	Flips the selected frames. From the submenu, select either **Vertically** or **Horizontally**.
Rotate	Rotates the selected frames. From the submenu, select **90 Left**, **90 Right**, or **180**.
Move or Resize	Changes the position or the size of the image displayed in the image display window.
Get Page Background Information	Obtains the page background color (or image) from the page open in the page editing area of Homepage Builder, and sets a similar color for the background of the animation. If you select this menu, the background color of the attribute frame (the first frame in an animation window) changes into almost the same color as the background color of the page. Use this menu when you want to add text having the antialias attribute (that is, without the jagged edges) on a transparent background. Web Animator blends the page background color with the text color so that the text can have smooth edges.
Change Total Animation Time	Changes the total time for playing an animation. In the Change Total Animation Time dialog, specify the new total time.
Change Properties of Selected Frames	Changes the properties of the selected frames at the same time. In the Change Properties of Selected Frames Simultaneously dialog, specify the properties of the frames.
Frame Properties	Displays or changes the properties of the selected frame. If you select the attribute frame, the properties for the entire animation are displayed. If you select an image frame, the properties of that image frame are displayed. If you select a comment frame, the comments are displayed.

View menu

Use the **View** menu when you want to change the view of the Web Animator window.

Menu item	Description
Zoom In	Zooms in on the image in the image display window. From the submenu, select the power: **x 2**, **x 3**, or **x 4**.
Zoom Out	Zooms out from the image in the image display window. From the submenu, select the power: **x 1/2**, **x 1/3**, or **x 1/4**.
Actual Size	Displays the image at actual size.
Show Grid	Shows or hides a grid. A grid is a set of horizontal and vertical lines that appears in the image display window.
Snap to Grid	Adjusts images to the grid. If you select this menu and then move or resize the image in the image display window, its position or size is adjusted to the grid.
Show Active Image Only	If you select this menu, only the selected image appears in the image display window. If you deselect this menu, the synthesis of that frame and the preceding frame is displayed.
Show Frame	Switches the view of the frames in the frame display window. From the submenu, select **As List** or **As Thumbnails**. Initially, **As Thumbnails** is selected.
Thumbnail Size	Specifies the size of each frame in the frame display window (thumbnail view). From the submenu, select **64x64**, **80x80**, **96x96**, or **128x128** pixels.
Standard Toolbar	Shows or hides the Standard toolbar.
Play Toolbar	Shows or hides the Play toolbar.
Status Bar	Shows or hides the status bar.

Effect menu

Use the **Effect** menu to add an animation effect.

Menu item	Description
Add Animation Effect	Creates an animation by applying an effect on the selected frame. In the Create Animation Effect dialog, select the effect you want to apply.

Menu item	Description
Add Animated Banner	Creates an animated banner by adding text on the selected frame and applying an effect on the text. In the Create Animated Banner dialog, type the text and select an effect.

Play menu

Use the **Play** menu to playback, or preview, an animation.

Menu item	Description
Start	Starts previewing an animation.
Stop	Stops previewing an animation.
Show First Frame	Selects and shows the first frame.
Show Previous Frame	Selects and shows the frame that precedes the currently selected frame.
Show Next Frame	Selects and shows the frame that follows the currently selected frame.
Show Last Frame	Selects and shows the last frame.

Window menu

Use the **Window** menu to change the view of multiple animation windows that are open.

Menu item	Description
Cascade	Arranges the open windows in a cascaded form (the windows overlap, but all their captions are visible).
Tile	Arranges the open windows like tiles.
Arrange Icons	Arranges icons, which indicate minimized windows.
(Files currently open)	Enables you to select a file from the list of files currently open and display the file in the topmost window.

Help menu

Use the **Help** menu to see the online help or to refer to the version information.

Menu item	Description
Help Topics	Displays the online help. In the Help Topics dialog, look for the topic on which you want to display online help information.
About WebSphere Web Animator	Displays the version information of Web Animator.

Toolbars

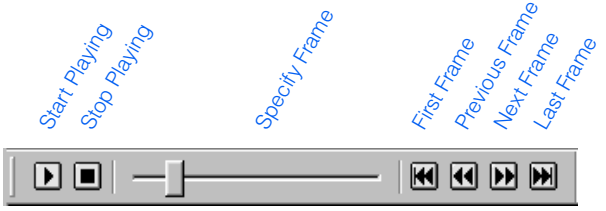
A toolbar contains buttons that correspond to the menu items that are used often. By using the toolbar, you can perform operations just by clicking a button.

Standard toolbar

The Standard toolbar contains the buttons that are used most often.

Play toolbar

Use the Play toolbar to preview an animation.



Status bar

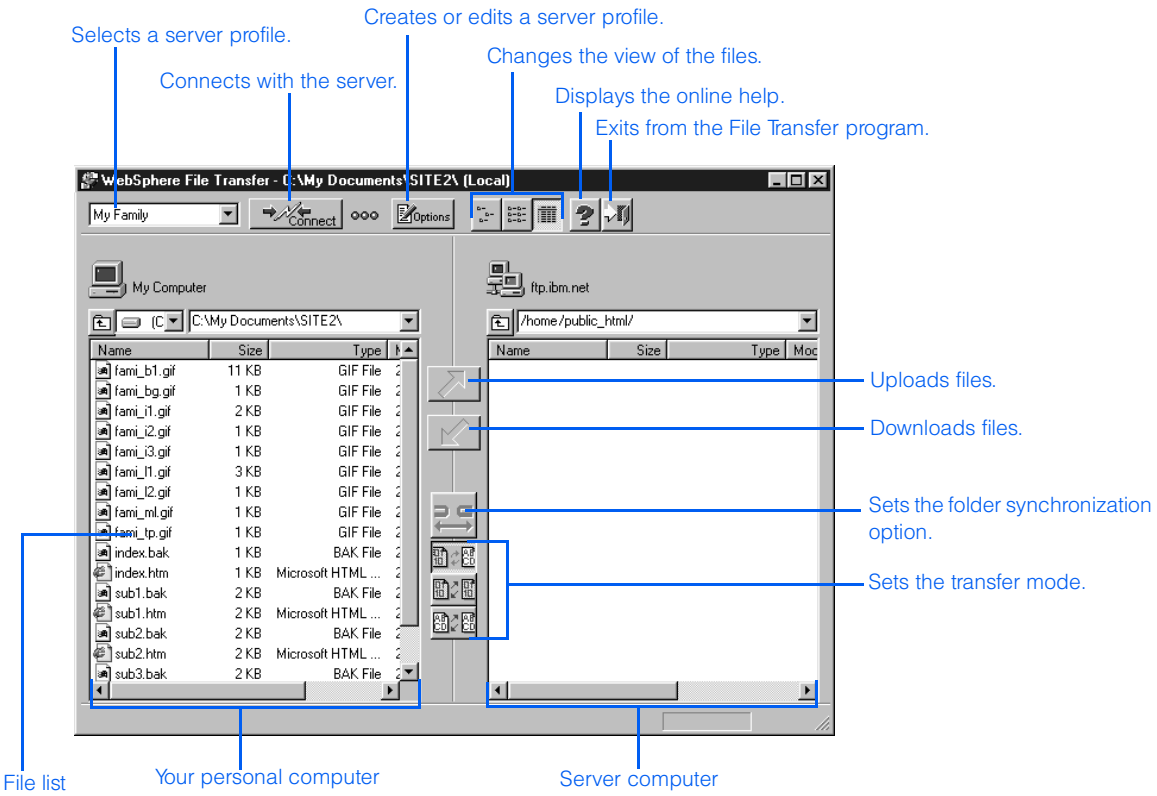
The status bar, which is at the bottom of the main window, displays a brief description of a menu item or information on the animated GIF file currently being edited.

File Transfer functions

File Transfer is an FTP program offered by Homepage Builder. Although you can upload files by the site or page by using the Homepage Builder main program, you use the File Transfer program to upload individual files or to delete files from the server. This section explains each component in the File Transfer main window and the functions you can invoke from the buttons and shortcut menus.

File Transfer main window

The left side of the main window represents your personal computer, and the right side represents the server computer. If you have already created a server profile, or file upload settings, by using Homepage Builder, select the name of the server profile from the list box at the top left of the window, and then click the Connect button. The left side of the window shows the contents of the site folder on your PC, and the right side of the window shows the contents of the site folder on the server. If you haven't created a server profile, first click Options to create one.



For instructions on using the File Transfer program, see Chapter 16.

Buttons

The following are the buttons in the main window of File Transfer:

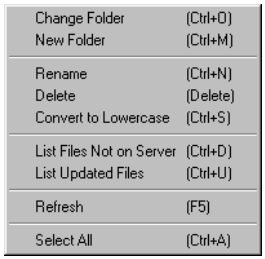
Button	Description
	Connects with the server. Before clicking this button, select the name of a server profile from the list box at the top left of the window. If connection with the server is successful, the button changes to , which is used to disconnect with the server.
	Creates or changes a server profile.
	Changes the view of the files. The initial setting is , which shows the name, size, type, and updated date and time of each file.
	Displays the online help for the File Transfer program.
	Exits the File Transfer program.
	Moves to the parent folder of the current folder. (If you want to move to a child folder, double-click the folder name on the file list.)
	Uploads or downloads files between your PC and the server. To upload files to the server, select the files and then click . To download files from the server to the PC, select the files and then click .
	Synchronizes the control of the directories on the PC and the server, provided that the directories affected have the same structure on both machines. For example, assume that folder public_html is displayed on both the PC file list and the server file list. If you move to directory public_html in the PC file list by double-clicking the folder name, the control on the server also moves to public_html. To start synchronization, click this button so that it changes to . To cancel synchronization, click again so that the button returns to .
	Enables you to select the transfer mode. The initial setting is . Do not change this setting unless you have a special reason. • If you want to switch the transfer mode automatically by the file type, select . The file type is determined by the file extension. To check or change the settings, click to display the Options dialog and then click the **Auto Mode Option** tab. • If you always want to transfer files in binary mode, click . • If you always want to transfer files in text mode, click .

Shortcut menus

The File Transfer program offers shortcut menus instead of a menu bar. If you right-click on a file list, a shortcut menu appears. If you want to do a task on a certain file, select the file by clicking its name on the list. To select multiple files, hold down the Shift or the Ctrl key while clicking the file names.

Shortcut menu for the PC file list

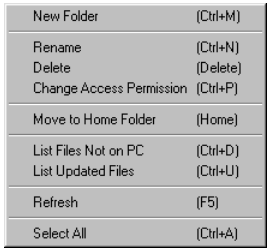
If you right-click on the file list on the left side of the window, a shortcut menu that contains the following menu items appears:



Menu item	Description
Change Folder	Moves the selected file or folder into another folder. In the Select Folder dialog, select the destination folder.
New Folder	Creates a new folder on the PC under the selected folder.
Rename	Renames the currently selected file or folder on the PC.
Delete	Deletes the selected files or folders on the PC. The deleted files and folders are moved to the Windows Recycle Bin.
Convert to Lowercase	Converts all the file names on the PC file list into lower-case characters. For example, `HomePage.html` is changed to `homepage.html`.
List Files Not on Server	Lists the files included in the current folder on the PC but not included in the current folder on the server. This is a quick way to find out which files have not been uploaded to the server. To return the file view to the original state, press the F5 key.
List Updated Files	Lists the PC files that are newer than the same files on the server by having the system compare the files in the current folder on the PC with those in the current folder on the server. This tells you which files have been updated since the last upload. To return the file view to the original state, press the F5 key.
Refresh	Refreshes the contents of the file list displayed.
Select All	Selects all the files and folders on the PC file list.

Shortcut menu for the server file list

If you right-click on the file list on the right side of the window, a shortcut menu that contains the following menu items appears:



Menu item	Description
New Folder	Creates a new folder on the server under the selected folder.
Rename	Renames the selected file or folder on the server.
Delete	Deletes the selected files or folders on the server.
Change Access Permission	Changes the access permission on the server files and folders. Select the files whose access permission you want to change, and then select this menu. Set the new access permission in the dialog that is displayed. The access permission is changed. For servers of some types, you might not be able to change the access permission. For details, contact the provider or the server administrator.
Move to a Home Folder	Moves from the current directory of the server to the home directory. Use this menu when you want to check your own home directory—that is, the login directory.
List Files Not on PC	Lists the files that are in the current folder on the server but are not in the current folder on the PC. This tells you which files exist only on the server. To return the file view to the original state, press the F5 key.
List Updated Files	Lists the server files whose dates are later than those on the PC. To return the file view to the original state, press the F5 key.
Refresh	Refreshes the contents of the file list currently displayed.
Select All	Selects all the files and folders on the server file list.

8 Pages and sites

This chapter explains how to manipulate pages and virtual sites on your personal computer. When you manipulate pages and sites, you are actually manipulating files and folders. A *page* actually represents a single HTML file and other materials—such as images and sound files—that are referred to by the HTML file. A *site* represents a folder that contains all the files used in your Web pages.

Before doing the tasks in this chapter

1. Start Homepage Builder.

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Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

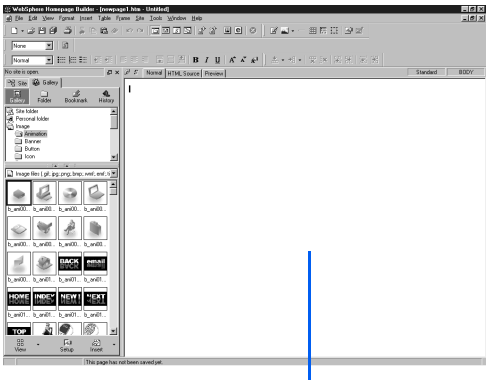
Creating a page

This section describes how to create a page without using a template. It also describes how to specify the page title, the color of the text, and the page background color.

Creating a blank page

To create a blank page, do the following:

1. Click **File --> New** on the menu bar. A blank page is created and displayed in the page editing area.

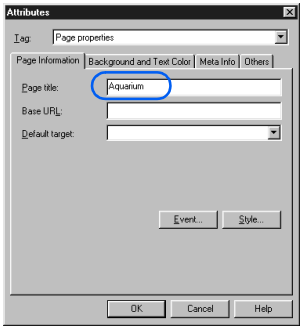


Blank page

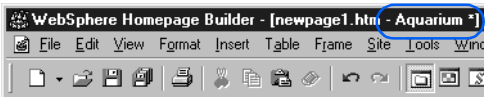
Specifying the page title

Specify a title for the page you created. The title is not shown within the page but is displayed on the title bar of the Homepage Builder main window. If you view the page on a Web browser, the page title is shown on the title bar of the browser.

1. Click **Edit --> Page Properties** on the menu bar. The Attributes dialog appears.
2. In the **Page title** field, type the page title.



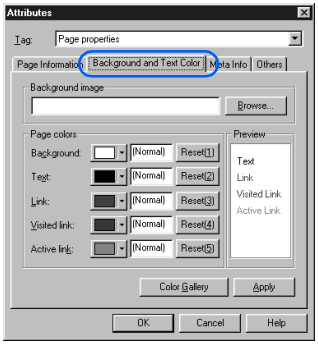
3. Click the **OK** button. The title is displayed on the title bar.



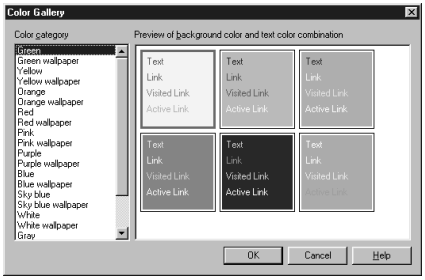
Specifying the color of the text and the page background

By using the Color Gallery, which contains several sets of predefined color combinations offered by Homepage Builder, you can easily determine the best color scheme for your page.

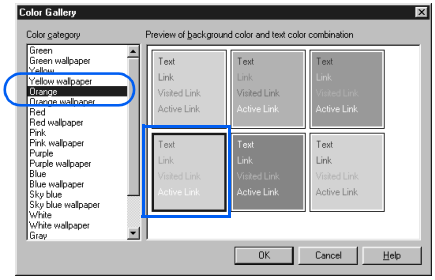
1. Click **Edit --> Page Properties** on the menu bar. The Attributes dialog appears.
2. Click the **Background and Text Color** tab.



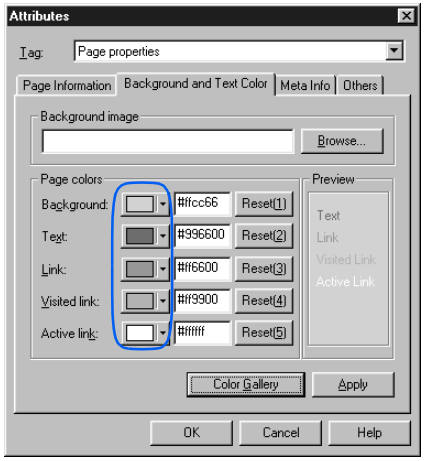
3. Click the **Color Gallery** button. The Color Gallery dialog appears.



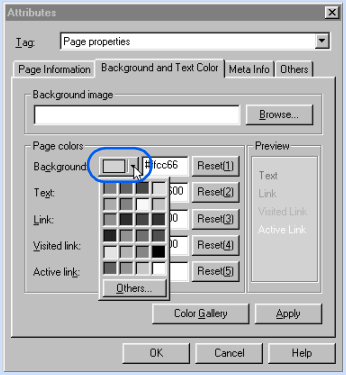
4. Select a category from the list of color categories on the left. A list of color combinations in the category is displayed on the right side. Select one from the list.



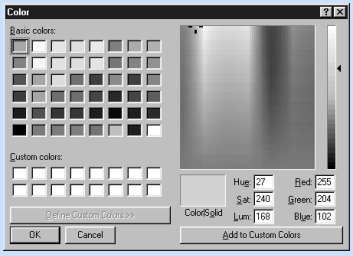
5. Click the **OK** button. A color is set for each page element—for example, the background, the text, and the links.



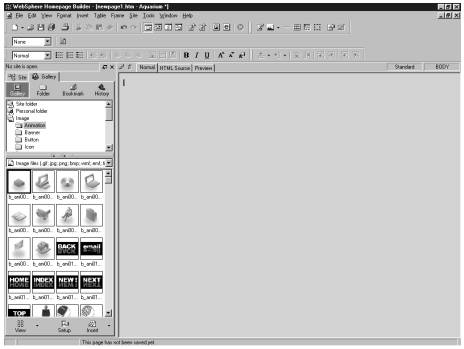
To change the color of an element, click the colored button for the element, and then click the color you want to use.



If you cannot find the color you want, click the **Others** button, and then select a color in the Color dialog.



6. Click the **OK** button. The color scheme for the page is set.

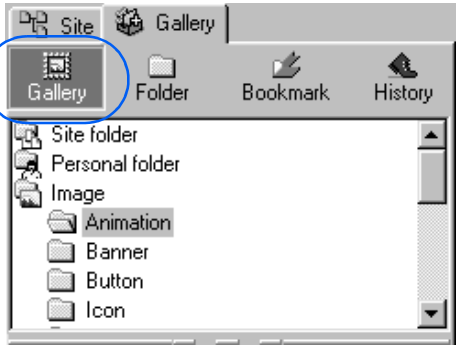


For the page background, the Color Gallery sets either plain color or wallpaper (an image file).

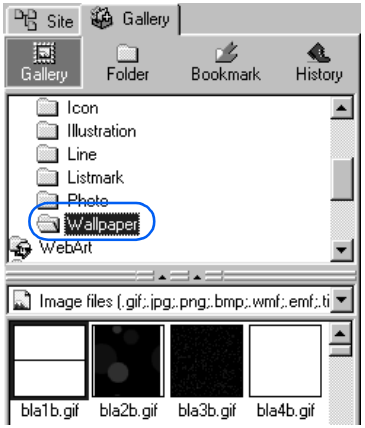
Putting wallpaper on a page

This section describes how to put wallpaper on a blank page without using the Color Gallery. Wallpaper is an image file you can specify as the page background. By using a function called the *Wallpaper test mode*, you can check how your page looks before actually putting wallpaper on your page.

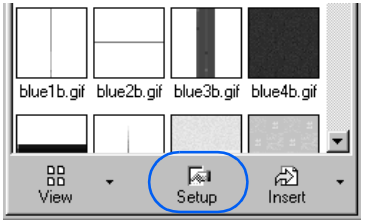
1. Click the **Gallery** tab, and then click the **Gallery** button.



2. Click **Wallpaper** under **Image**.

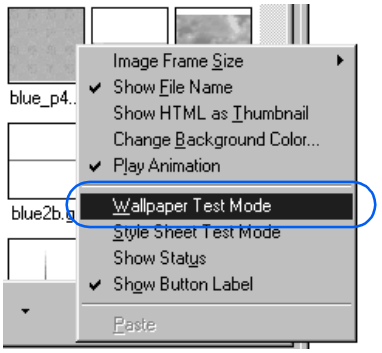


3. Click the **Setup** button.

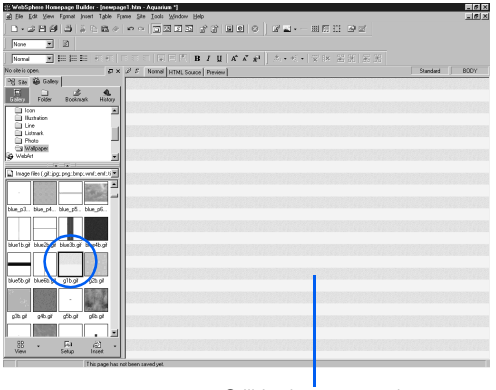


A pop-up menu appears.

4. Select **Wallpaper Test Mode** from the pop-up menu.

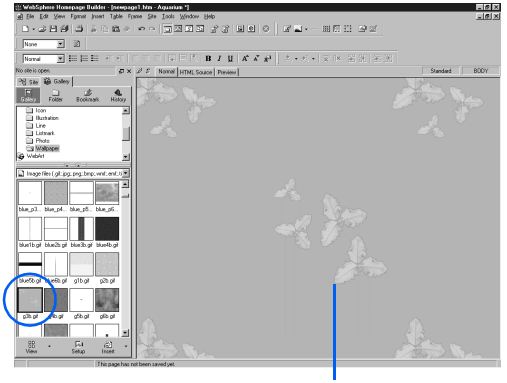


5. Click an image file. Your page looks as if the specified image file had been pasted on (though actually it is not).



Still in the test mode…

6. Click another image file and check how your page looks. Repeat this step until you find the image file you want to use.

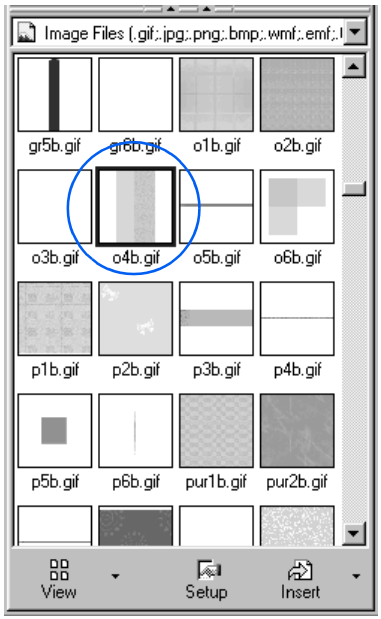


Still in the test mode…

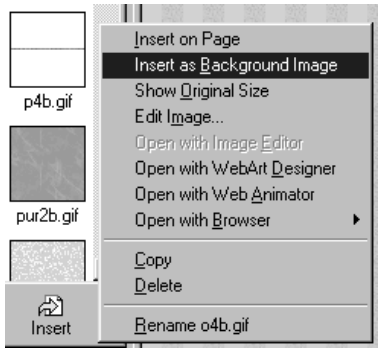
7. When you have found the image file you want to use, click the **Setup** button, and click the **Wallpaper Test Mode** menu to deselect the option. (You can obtain the same result by clicking anywhere on the page.)

The **Wallpaper Test Mode** option is turned on and off alternately each time you select it.

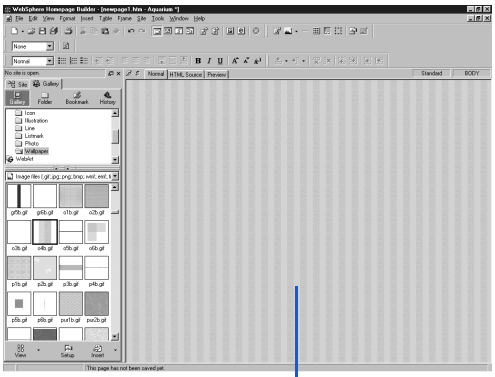
8. Click the image file you want to use. (The image o4b.gif has been selected in the following example.)



9. Click the down-arrow button on the right of Insert, and select **Insert as Background Image** from the pop-up menu.



The image is pasted as wallpaper.



The image has actually been pasted.

How to remove wallpaper from your page

You can remove wallpaper that has been pasted on your page and reset the background color to white, as follows:

1. Click **Edit --> Page Properties** on the menu bar. The Attributes dialog appears.
2. Click the **Background and Text Color** tab.
3. Delete the path of an image file specified in the **Background image** field.
4. Click the **Reset (1)** button on the right of **Background** in the **Page colors** group, and then click the **OK** button. The background color turns white.

Saving the page you have edited

When you have created a new page or have finished editing an existing page, you need to save the changes to the file. You can save a page in one of the following ways:

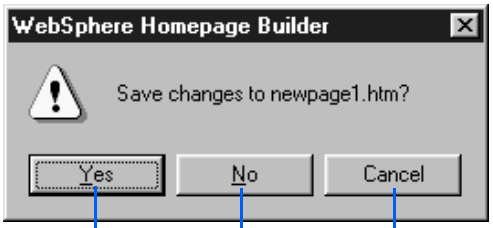
- When you close it
- While editing it
- With a new file name

When you save a page, you are saving not only a single HTML file but also all files referred to in the HTML file.

Saving a page when you close it

When you close a page, you can select whether you want to save the file.

1. Click **File --> Close** on the menu bar. If the page has been changed, a dialog appears, asking if you want to save the page.

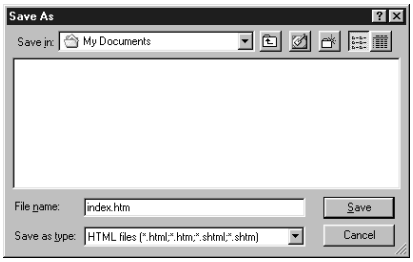


If you click **Yes**, the page is saved.

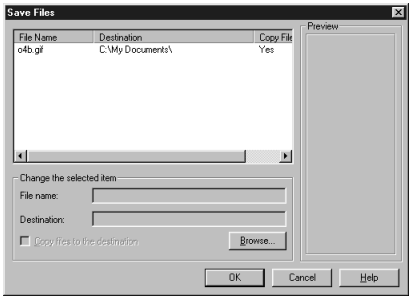
If you click **No**, the page is closed without being saved.

If you click **Cancel**, you can continue editing without the page being saved.

2. Click the **Yes** button. If the page is new, the Save As dialog appears.



3. Select the destination folder from the **Save in** field, type a file name in the **File name** field, and then click the **Save** button. If you have inserted material files into your page, the Save Files dialog appears:



Use either uppercase or lowercase letters consistently for the names of the HTML files and material files used in your Web pages, because some server operating systems distinguish the case of the letters. Do not use marks such as exclamation points or question marks.

When you insert a material file in your page, the path of the file is represented by "file:///…" in the HTML source of the page. For example, if you insert an image file in GIF format, an <IMG> tag is inserted whose *src* attribute has the value "file:///C:/image/abc.gif". Such a path specification—beginning from the topmost level of a disk drive—is called the *absolute path*.

After you save the page, however, the path of the material file is converted to the *relative path*, which is implied by the directory where the page has been saved. For example, "file:///C:/image/abc.gif" is changed to "abc.gif".

This conversion occurs because the location of the page (HTML file) is not determined until you save it. The relative path specification is the correct way to specify files in HTML.

4. Confirm the destination for each file, and then click the **OK** button.

To change the file name or the destination of a file in the Save Files dialog, select the file from the list, and then change the information in the **Change the selected item** group.

Saving a page while editing it

While editing a page, you can save the page without closing it.

1. Click **File --> Save** on the menu bar.

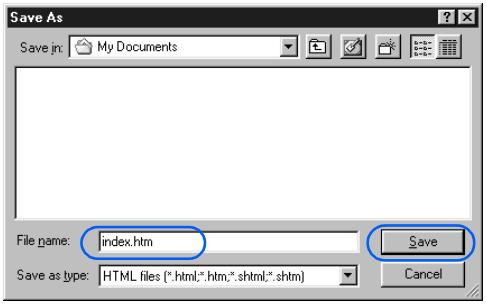
If the page is new, the Save As dialog appears. If you have inserted material files, the Save Files dialog appears.

Saving a page with a new file name

To save a page with a new file name, do the following:

1. Click **File --> Save As** on the menu bar. The Save As dialog appears.

2. Type a file name in the **File name** field, and then click the **Save** button.



If you have inserted material files, the Save Files dialog appears.

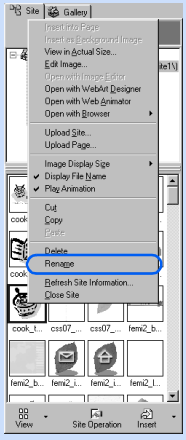
How to rename a file

If you use the Windows Explorer or the MS-DOS command prompt to rename an HTML file that is linked to by other HTML files, the links become inconsistent. To avoid this, use the following procedure to rename a file. This method is valid only if the file is included in a site and the site is open.

1. Click the **Folder** button on the **Site** tab. A list of files in the site's top folder appears.

2. If the file you want to rename is in a subfolder, you must select the subfolder to list the files in it.

3. Place the mouse pointer on the file you want to rename, click the right mouse button, and then select **Rename** from the pop-up menu.



If the file list is shown in Thumbnail view, the Rename dialog appears. If the file list is shown in List view, the text cursor appears in the **Name** field.

4. Type a new file name. If you typed a name in the Rename dialog, click the **OK** button. The Update Links Automatically dialog appears.

5. Click the **OK** button. The links to the file are automatically updated.

Opening a page

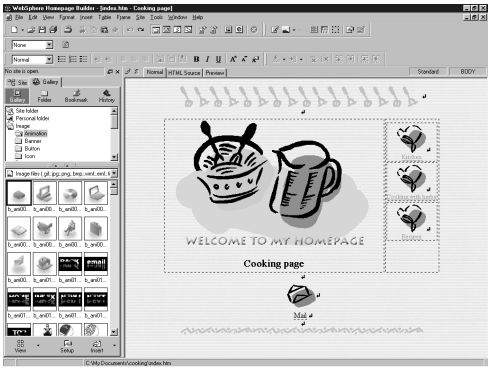
You can open a page in several ways. This section describes the following topics:

- Opening a page by specifying its file name
- Opening a page by the drag-and-drop operation
- Opening a page you have recently edited
- Opening a page in a site

Opening a page by specifying its file name

Do the following:

1. Click **File --> Open** on the menu bar. The Open dialog appears.
2. Select the location and the name of the HTML file you want to open, and click the **Open** button. The page opens in the page editing area.



Opening a page by the drag-and-drop operation

You can open a page by dragging the associated HTML file from Windows Explorer or the Site/Gallery View of Homepage Builder into a blank page editing area. The following example assumes that you are dragging a file from Windows Explorer.

1. Open the Windows Explorer window and the Homepage Builder main window, and place them side by side.
2. In Homepage Builder, close all the pages that are open.
3. Drag an HTML file from Windows Explorer to the page editing area of Homepage Builder. The page opens.

If a page is already open in the page editing area, the selected HTML file is not opened by the drag-and-drop operation. Instead, a link from the page to the selected HTML file is set.

Automatic correction of syntax errors

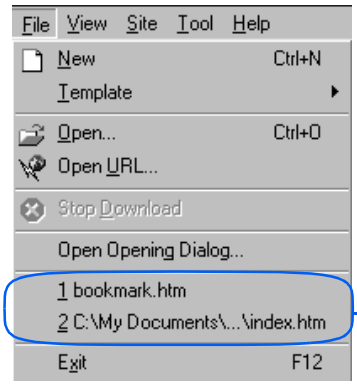
Pages edited with Homepage Builder usually have no syntax errors (HTML mistakes). However, pages edited with text editors might have syntax errors because of entry mistakes. When you open a page that has syntax errors, Homepage Builder corrects the errors automatically.

If you do not want Homepage Builder to correct syntax errors automatically, click **Tools --> Options** on the menu bar, click the **General** tab, and then clear the **Correct HTML syntax errors automatically** check box. Note that, however, a serious syntax error might prevent you from editing a page that includes the error.

Opening a page you have recently edited

The **File** menu lists the HTML file names of the latest five pages you have edited.

1. On the menu bar, click **File**, and then click the HTML file name of the page you want to open.



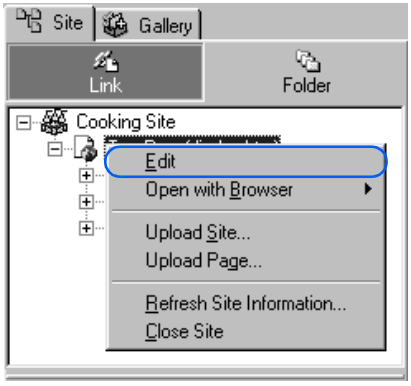
A list of pages you have recently edited

The page opens.

Opening a page in a site

If a site is open, the files in it are listed on the **Site** tab.

1. On the **Site** tab, place the mouse pointer on the HTML file you want to open, click the right mouse button, and then select **Edit** from the pop-up menu.



The page opens.

Editing multiple pages

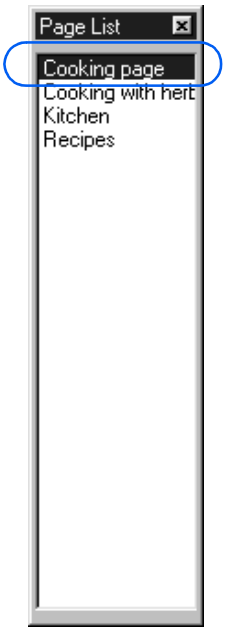
You can open one or more pages in the page editing area. This section introduces several tips on editing several pages at a time.

Switching the page

The Page List dialog enables you to switch between pages while editing.

1. Click **Window --> Page List** on the menu bar. The Page List dialog appears.

2. Click the name of the page you want to edit.



The page is displayed in the topmost window.

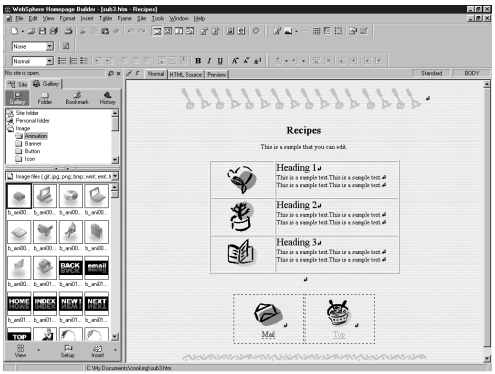
If you want to display the Page List dialog on every startup of Homepage Builder, click **View --> Toolbar --> Page List** on the menu bar. To cancel the setting, select the same menu again.

Opening the link destination page

You can easily open a page linked from the page you are editing.

1. Move the cursor onto the text or image on which a link has been set.

2. Click **File --> Open This Link** on the menu bar. The link destination page opens.



Saving all the pages at the same time

You can simultaneously save all the pages that are open in the page editing area.

1. Click **File --> Save All** on the menu bar. All the pages are saved.

For a new page, the Save As dialog appears. If you have inserted material files on the page you are saving, the Save Files dialog appears.

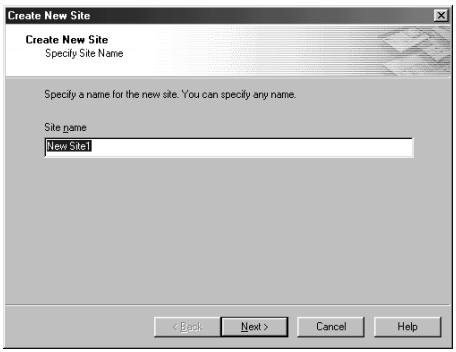
Using multiple sites

You can create one or more sites on your personal computer. This section introduces some tips on using several sites.

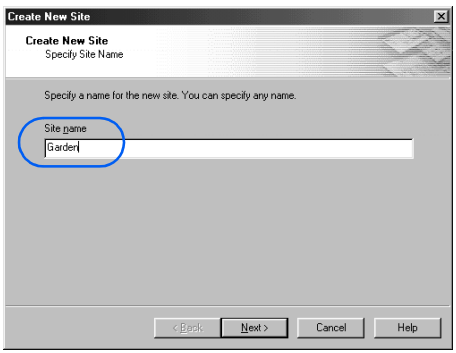
Creating a second site

The following explains how to create your second site. (See Chapter 4 for an explanation of how to create your first site.)

1. Click **Site --> New Site** on the menu bar. The Create New Site (Specify Site Name) dialog appears.



2. In the **Site name** field, type a site name, which must be different from the first one.



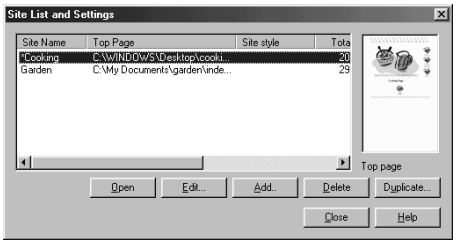
A site is identified by the site name. The name must therefore be unique on your personal computer.

3. Follow the instructions on the screen. (The instructions are the same as those for the first site. For details, see Chapter 4.)

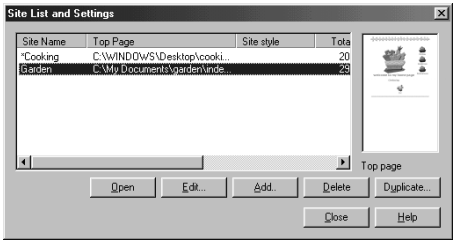
Opening another site

You can open only one site at a time. To close a site and open another one, do the following:

1. Click **Site --> Site List and Settings** on the menu bar. The Site List and Settings dialog appears. This dialog lists all the sites that you have created. The site currently open is marked by an asterisk.



2. Select the site you want to open.



3. Click the **Open** button. The selected site opens. The site name is shown above the tabs in the Site/Gallery View.

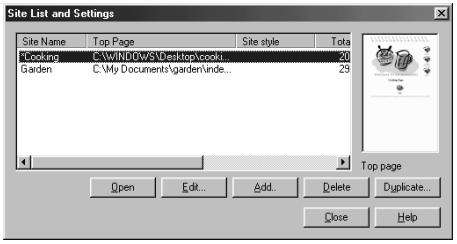
4. Click the **Close** button to close the Site List and Settings dialog.

Making a duplicate copy of a site

To make a backup of your site, do the following:

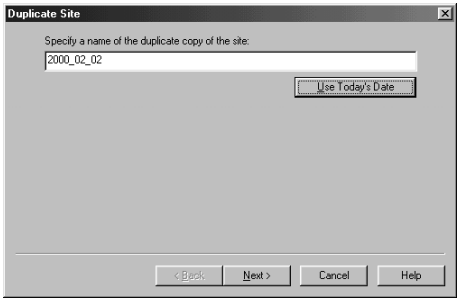
1. Click **Site --> Site List and Settings** on the menu bar. The Site List and Settings dialog appears.

2. Select the site you want to duplicate.

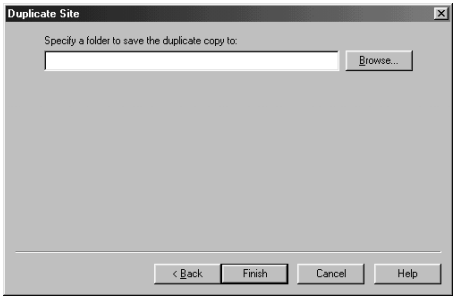


3. Click the **Duplicate** button. The Duplicate Site dialog appears.

4. Type a new site name, or click the **Use Today's Date** button to allow the system to name the site automatically.



5. Click the **Next** button. The Duplicate Site dialog appears.



6. Click the **Browse** button. The Open dialog appears.

7. Double-click the folder in which you want to save the duplicate copy. The folder is selected.

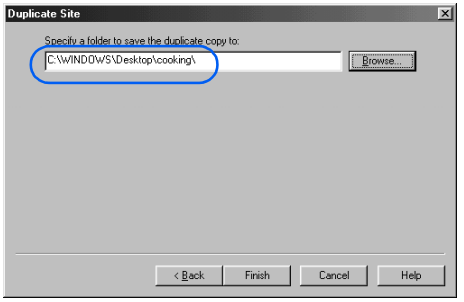
How to save the copy in a new folder

A) Double-click the folder where you want to create a folder.

B) Click the **Create Folder** button.

C) In the Create Folder dialog, type the folder name, and then click the **OK** button. A new folder is created, and the folder is selected in the Open dialog.

8. Click the **OK** button. The Open dialog is closed, and the folder name appears in the Duplicate Site dialog.



9. Check the folder name, and then click the **Finish** button. The site is copied and added to the site list.

10. Click the **Close** button to close the Site List and Settings dialog.

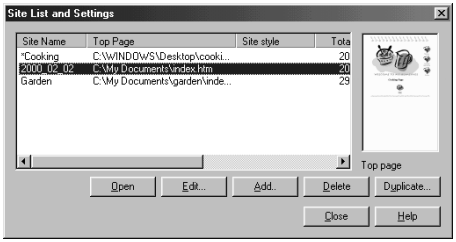
Deleting a site

To delete a site, do the following.

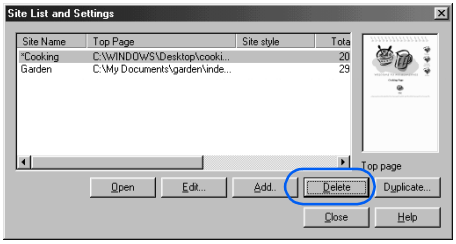
Even if you delete a site, the files and subfolders in the site folder remain undeleted.

1. Click **Site --> Site List and Settings** on the menu bar. The Site List and Settings dialog appears.

2. Select the site you want to delete.



3. Click the **Delete** button. The selected site is deleted.

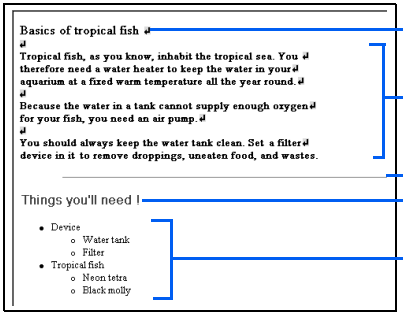


9 Editing text

This chapter explains how to enter and edit text after opening a page to be edited. It also explains how to make an easy-to-read page by using such elements as headings, horizontal rules, and lists.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.



★★★ Entering text 204
★★ Decorating text 206
★★ Aligning text 209
★★★ Deleting, moving, or copying text 210
★★ Finding or replacing text 211
★★★ Making a paragraph the heading 213
★★ Inserting a horizontal rule 215
★★ Creating a list 216
★★ Inserting a text file 218

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

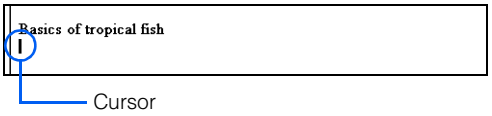
Entering text

Because HTML originated as a language used for publishing text-based information on the Internet, entering text is the basic method for creating a page.

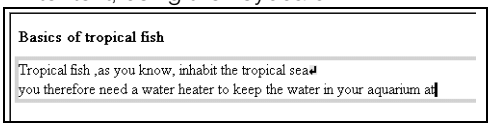
HTML <P>

Entering text

1. Move the cursor to the position where you want to start entering text.



2. Enter text, using the keyboard.



To delete text, press the Backspace key to delete the preceding character, or press the Delete key to delete the next character.

Making a line break

Press the Enter key to make a line break. A line break is indicated by ↵.

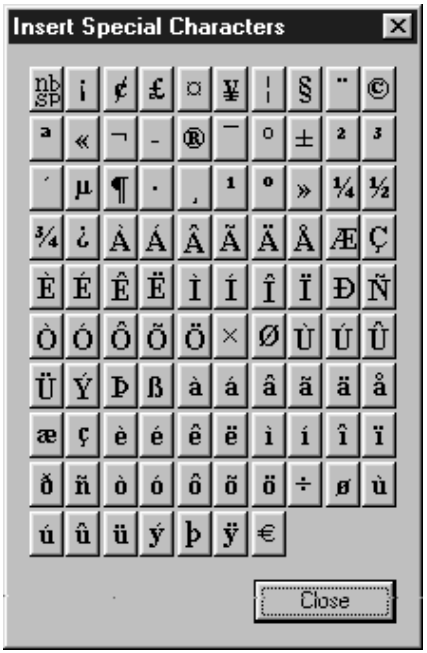
- To hide the ↵ marks, click **Tools --> Options** on the menu bar, click the **Appearance** tab in the Options dialog, and then clear the **Show line-break symbols** check box.
- To make a new paragraph (rather than a line break) when you press the Enter key, click **Tools --> Options** on the menu bar, click the **General** tab in the Options dialog, and then select the **Create a paragraph with the Enter key** check box.

Inserting a special character

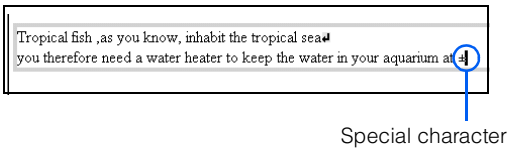
To insert a special character that is not on your keyboard such as a trademark or copyright symbol, do the following:

1. Move the cursor to the position where you want to insert a special character.

2. Click **Insert --> Special Characters** on the menu bar. The Insert Special Characters dialog appears.



3. Click one of the buttons in the dialog. The corresponding character is inserted.

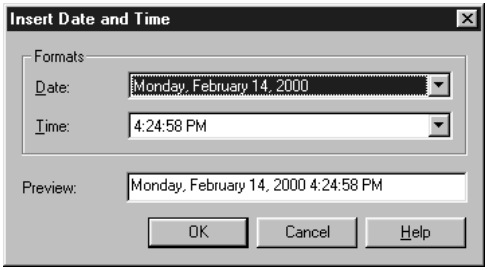


Inserting today's date and time

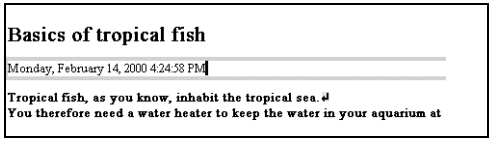
To insert today's date and time, do the following:

1. Move the cursor to the position where you want to insert today's date and time.

2. Click **Insert --> Date and Time** on the menu bar. The Insert Date and Time dialog appears.



3. Select a date and time format, and click the **OK** button to insert today's date and time.



The date and time are not updated automatically.

How to insert two or more spaces

The nbsp button on the upper left of the Insert Special Characters dialog indicates a nonbreaking space. By default, you cannot insert two or more spaces by pressing the Space key; however, you can insert multiple spaces by clicking this button multiple times.

You can also insert a nonbreaking space by pressing and holding the Ctrl key and pressing the Space key.

If you want to be able to insert a nonbreaking space by pressing only the Space key, click **Tools --> Options** on the menu bar, click the **General** tab in the Options dialog, and then select the **Insert consecutive space characters with the Spacebar** check box.

Decorating text

This section explains how to change attributes of text, such as size, color, and face.

HTML

<FONT size= color= face=>
<B>
<I>
<U>
<TT>
<S>
<BLINK>
<SUP>
<SUB>

Selecting a text string

First, select the text string you want to decorate, in one of the following ways:

- Drag text using the mouse. Release the mouse button to determine the range.
- Press and hold the Shift key on the keyboard, and then press any arrow key to modify the range.

The text string you have selected is highlighted.

Changing the font attributes

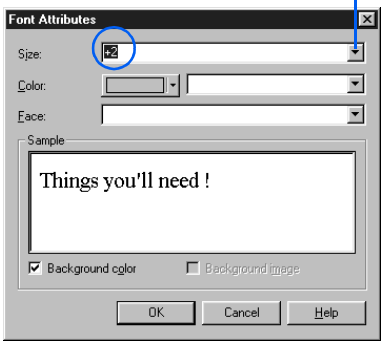
You can change the size, color, and face of the text.

1. Select a text string.

2. Click **Format --> Font** on the menu bar. The Font Attributes dialog appears.

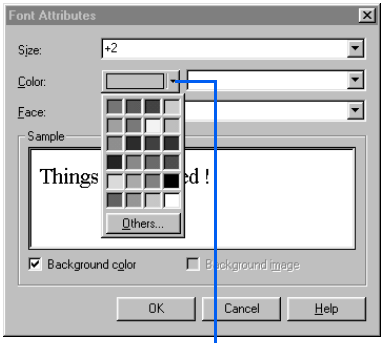
3. To change the text size, select a number from **Size**. For example, select **+2**.

Click here and select a number.



In the **Size** field, specify the font size from 1 through 7 (the default size is 3). A number preceded by + or - indicates the relative font size (the basic size is 3).

4. To change the text color, click the colored button next to **Color**, and select a color from the displayed color list.

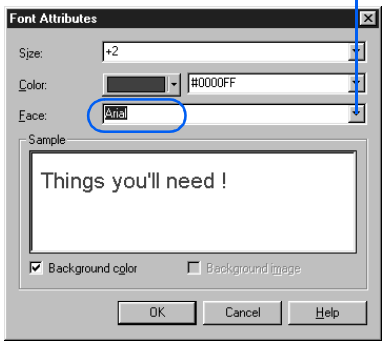


Click this button, and select a color from the displayed color list.

You can also change the text color by directly entering an RGB value that consists of # followed by six hexadecimal numbers. An RGB value indicates a single color with combination of red, green, and blue. For example, #0000FF indicates blue. If you enter an RGB value directly, the colored button changes its color to that value.

5. To change the font, select a font name from **Face**.

Click here, and select a font name.



If you have selected a Windows font from **Face**, the font will be used only in the Windows environment.

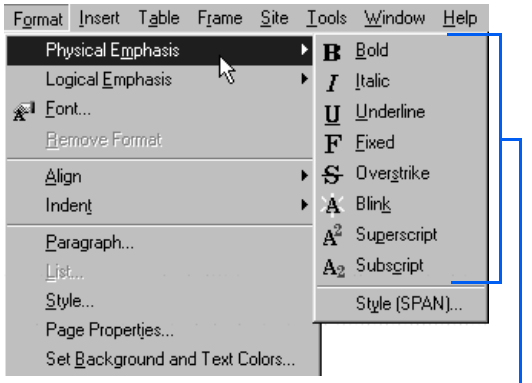
6. Click the **OK** button. The font attributes change.

Emphasizing text

You can emphasize text by making it bold, italicizing it, underlining it, or making it blink. You can also use a fixed-width (monospace) font, strikethrough text, or display text in superscript or subscript characters.

1. Select text.

2. Click **Format --> Physical Emphasis** on the menu bar, and then select the type of emphasis you want from the submenu.



Types of emphasis

The selected text is emphasized. The following table shows all the types of emphasis and their results.

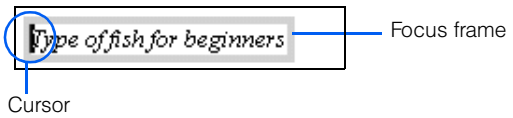
Menu item	Sample result of display
Bold	Type of fish for beginners
Italic	*Type of fish for beginners*
Underline	Type of fish for beginners
Fixed	`Type of fish for beginners`
Overstrike	~~Type of fish for beginners~~
Blink	Type of fish for beginners
Superscript	Type of fish for beginners
Subscript	Type of fish for beginners

If you select the **Blink** submenu, the <BLINK> tag is inserted automatically. Text marked with the <BLINK> tag is displayed in red on the **Normal** tab, but it blinks on a Web browser that supports the <BLINK> tag.

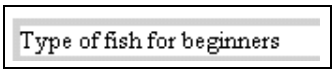
Removing decoration from text

Decorated text is enclosed by a pair of HTML tags such as <FONT> and </FONT>. To remove decoration from the text, you must delete such HTML tags.

1. Move the cursor onto the decorated text. The focus frame moves to the text.



2. Click **Edit --> Delete** on the menu bar. The decoration (a pair of HTML tags) is removed from the focused text.



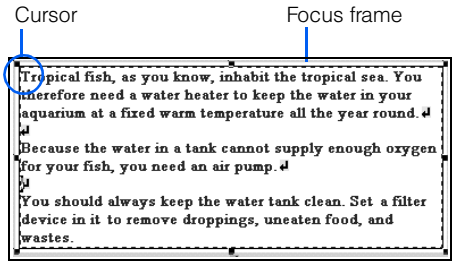
To remove decoration from text, you don't have to select a text string; you just have to focus the text—that is, to enclose the text in the focus frame. To remove decoration from only part of the text, however, you must select the range, and then click **Format --> Remove Format** on the menu bar.

Aligning text

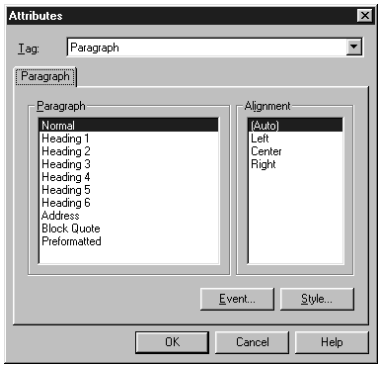
Text and images are automatically aligned to the left, but you can justify them to the right or center by paragraph.

HTML <P align= >

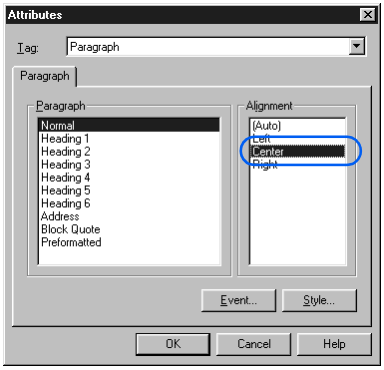
1. Move the cursor onto a paragraph you want to align. The paragraph is enclosed by the focus frame.



2. Click **Format --> Paragraph** on the menu bar. The Attributes dialog appears.

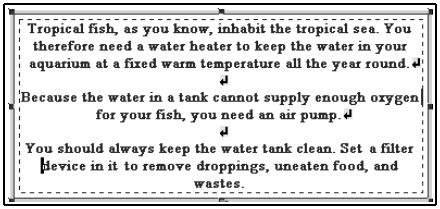


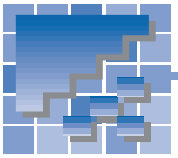
3. To center the paragraph, select **Center** from **Alignment**.



To align the paragraph to the right, select **Right** from **Alignment**.

4. Click the **OK** button. The whole paragraph is aligned to the center of the page.





Deleting, moving, or copying text

You can delete, move, or copy text just as you do with other word processors and text editors.

Deleting text

To delete text, do the following:

1. Select a text string.
2. Click **Edit --> Delete** on the menu bar; or press the Delete key. The text is deleted.

Moving text

To move text, cut it first, and then paste it into another place.

1. Select a text string.
2. Click **Edit --> Cut** on the menu bar. The selected text is cut.
3. Move the cursor to the position where you want to paste the text.
4. Click **Edit --> Paste** on the menu bar. The text you have cut is pasted at the position of the cursor.

The text you have cut is temporarily saved in the Clipboard.

Copying text

To copy text, copy it onto the Clipboard, and then paste it into another place. You can paste the same text multiple times.

1. Select a text string.
2. Click **Edit --> Copy** on the menu bar. The selected text is copied onto the Clipboard.
3. Move the cursor to the position where you want to paste the text.
4. Click **Edit --> Paste** on the menu bar. The text you have copied is pasted into that position.

Clipboard

An internal area where the content that has been cut or copied is temporarily saved. Because most Windows applications have the cut, copy, and paste functions, you can copy text from another word processor or text editor, and then paste it into the page editing area of Homepage Builder.

Because the content in the Clipboard remains there until the next time you cut or copy something, you can paste the same content multiple times.

Finding or replacing text

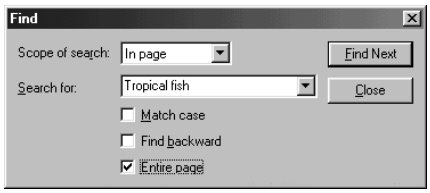
You can find a specific text string in a page being edited. You can even replace it with another string. If you have created a site, you can search the site folder for files that contain a specific text string.

Finding a text string in a page

To find a text string in a page being edited, do the following:

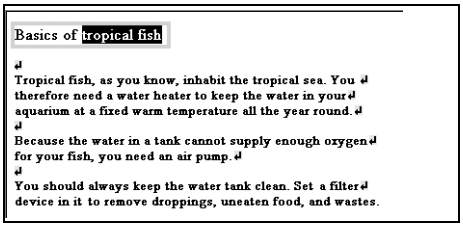
1. Click **Edit --> Find** on the menu bar. The Find dialog appears.

2. Enter the text you want to find in the **Search for** field.



- By default, the **Entire page** check box is selected, and therefore the whole page is searched. To search only the text that follows the cursor position, clear the **Entire page** check box. To search only the text preceding the cursor position, clear the **Entire page** check box, and select the **Find backward** check box.
- To distinguish between upper and lower case, select the **Match case** check box.
- To search text backward, select the **Find backward** check box.

3. Click the **Find Next** button. The first occurrence of the string is found and highlighted.



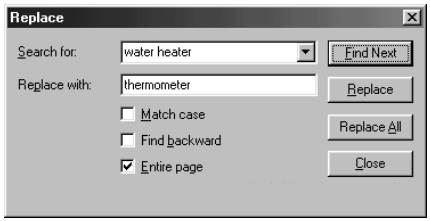
4. Repeat step **3.**

Replacing a text string

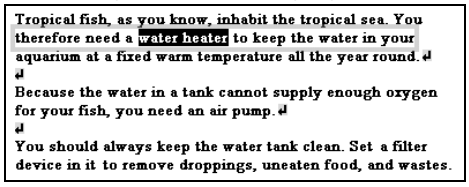
To find and replace a text string in a page being edited, do the following:

1. Click **Edit --> Replace** on the menu bar. The Replace dialog appears.

2. Enter the text you want to find in the **Search for** field, and then enter the replacement text in the **Replace with** field.



3. Click the **Find Next** button. The first occurrence of the string is found and highlighted.



4. To replace it, click the **Replace** button. The text is replaced, and the next occurrence of the text in the **Search for** field is selected.

- To replace all the text strings that match the condition at the same time, click the **Replace All** button.
- To proceed without replacing the selected text, click the **Find Next** button.

5. Repeat step **4.**

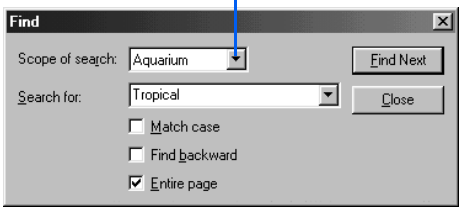
Listing files that contain a specific text string

If you have created a site, you can find the files in the site folder that contain a specific text string.

1. Click **Site --> Find** on the menu bar. The Find dialog appears.

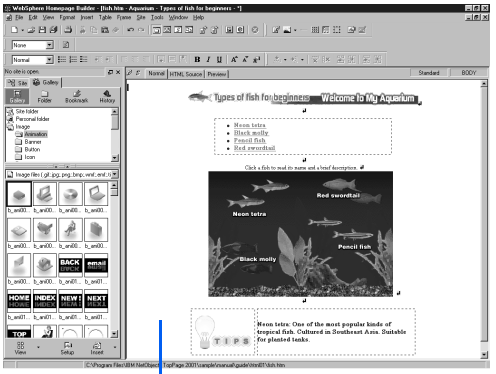
2. Select a site name from **Scope of search**, and enter the text string you want to find in the **Search for** field.

Click here, and then select a site name.



3. Click the **Find Next** button. The Find Result dialog appears. This dialog lists only files that contain the specified text string among all files in the site folder.

4. You have to open one of those files in order to find the text string. To open a file, select the name of that file, and then click the **Open File** button. The file is opened.



A file is opened in the page editing area.

5. Click **Edit --> Find** on the menu bar. Find the text string in the file.

Making a paragraph the heading

The heading of a Web page plays an important part in helping readers understand the content, just as the heading in an article of a journal or a newspaper does. In HTML, the heading is one type of paragraph format. This section explains how to create a paragraph in the format you want, or how to convert a paragraph from one type to another.

HTML

<P>
<H1>
<H2>
<H3>
<H4>
<H5>
<H6>
<ADDRESS>
<BLOCKQUOTE>
<PRE>

Types of paragraphs

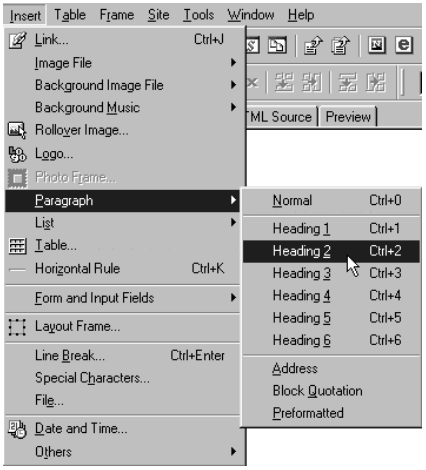
When you enter text into a page being edited, a "normal" paragraph is automatically created. You can convert it into another type, or into a heading. The following table lists the types of paragraph formats.

Type of paragraph	Explanation
Normal	This is a normal paragraph—the default format.
	<Display example>
	Tropical fish, as you know, inhabit the tropical sea. You therefore need a water heater to keep the water in your aquarium at a fixed warm temperature all the year round.
Heading	There are six levels of headings: headings 1 through 6. Heading 1 is the highest level, and heading 6 is the lowest. On a Web browser, the text of the "heading" paragraph is often displayed in a bold font. The font size typically becomes bigger as the heading level increases.
	<Display example>
	Things you'll need:
Address	Use this paragraph type to enter an address. On a Web browser, the text of such a paragraph is often displayed in an italic font.
	<Display example>
	San Francisco California
Block quotation	Use this paragraph type to enter a quoted statement. On a Web browser, the text of such a paragraph is often indented.
	<Display example>
	Tropical fish, as you know, inhabit the tropical sea. You therefore need a water heater to keep the water in your aquarium at a fixed warm temperature all the year round.
Preformatted	Use this paragraph type to show the text you have input as it is. If you use this type of paragraph, you can enter spaces as much as you like by pressing the Space key. On a Web browser, the text of such a paragraph is displayed in a fixed-width (monospace) font.
	<Display example>
	o o × × o ×

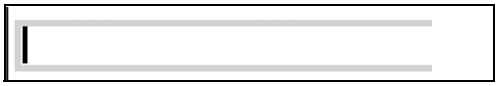
Creating a paragraph

You can create a paragraph and enter text in it. In the following example, a heading-type paragraph is created.

1. Click where you want to insert a heading. Click **Insert --> Paragraph --> Heading 2** on the menu bar.

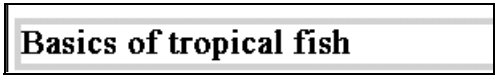


A heading-type paragraph is created.



To create another type of paragraph, click **Insert --> Paragraph**, and then select the submenu for the type of paragraph you want.

2. Enter the text for the heading.

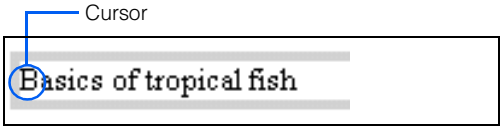


Converting an existing paragraph into a heading

You can convert an existing paragraph with text into a heading, as follows:

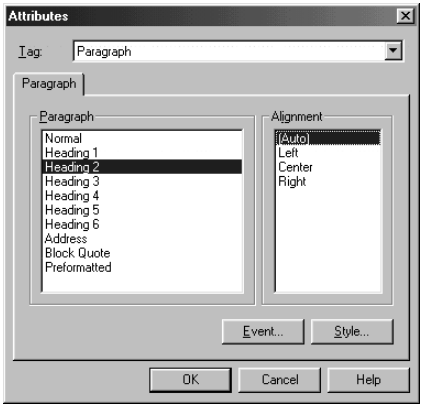
To convert only part of a paragraph into a heading, divide the paragraph in advance. To divide a paragraph, move the cursor to the point where you want to divide the paragraph, press and hold the Shift key, and press the Enter key.

1. Move the cursor into the paragraph you want to convert to a different type.

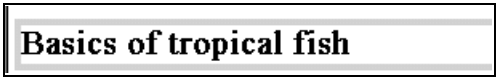


2. Click **Format --> Paragraph** on the menu bar. The Attributes dialog for selecting a paragraph type appears.

3. Select a paragraph type—**Heading 2**, for example.



4. Click the **OK** button. The paragraph becomes a Heading 2-type paragraph.



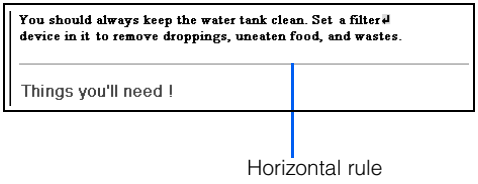
Inserting a horizontal rule

To delimit text, you can use a horizontal rule.

HTML <HR>

Inserting a horizontal rule

1. Move the cursor to the position where you want to insert a horizontal rule.
2. Click **Insert --> Horizontal Rule** on the menu bar. A horizontal rule is inserted.

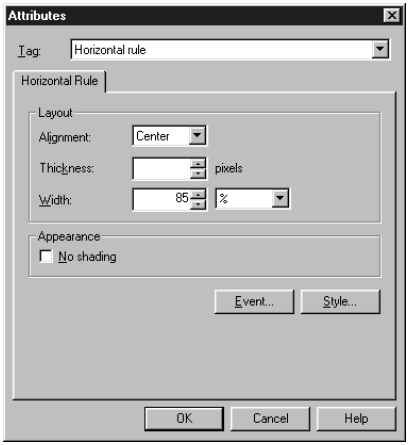


To delete a horizontal rule, click it, and then press the Delete key; or right-click it, and then select **Delete** from the pop-up menu.

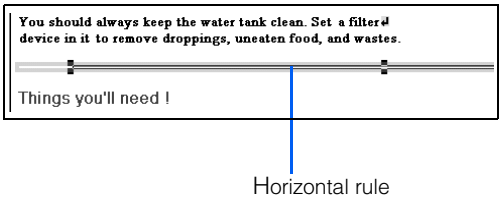
Changing the attributes of a horizontal rule

You can change the thickness, width, or other attributes of a horizontal rule.

1. Click a horizontal rule.
2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.
3. Change any item. For example, select **Center** from **Alignment**, and **85%** from **Width**.



4. Click the **OK** button. The attributes of the rule are changed as you specified.



Creating a list

A lengthy block of text is hard to read. To make such a block of text easy to read and good-looking, you should create a list.

HTML <UL><LI>
<OL><LI>
<DL><DT><DD>

Types of lists

List type	Explanation
Bulleted list	A bullet precedes each list item.
	<Display example>

	• Device
	  ○ Water tank
	  ○ Filter
	• Tropical fish
	  ○ Neon tetra
	  ○ Black molly

Ordered list	A number (1, 2, 3, i, ii, iii, or other type of number) precedes each list item.
	<Display example>

	1. Device
	  1. Water tank
	  2. Filter
	2. Tropical fish
	  1. Neon tetra
	  2. Black molly

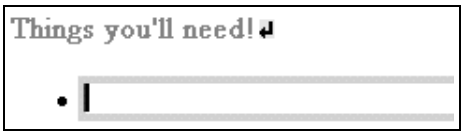
Definition list	Each list item is followed by its definition.
	<Display example>

	Things you'll need !
	
	Device
	  Water tank , filter
	Tropical fish
	  Neon tetra , Black molly

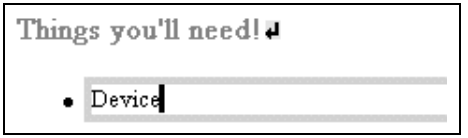
Creating a bulleted list

To create a blank field for a bulleted list item and enter text in it, do the following:

1. Click **Insert --> List --> Bulleted List** on the menu bar. A blank field for a list item is created.



2. Enter text for the first item.



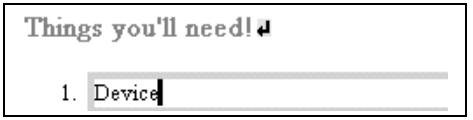
3. To enter the next list item, press the Enter key. To make a line break only, press and hold the Shift key, and then press the Enter key.

Creating an ordered list

To create a blank field for a ordered list item and enter text in it, do the following:

1. Click **Insert --> List --> Ordered List** on the menu bar. A blank field for a list item is created.

2. Enter text for the first item.



How to indent a list item

To indent a list item by one level after entering multiple list items, move the cursor onto the list item, and then click **Format --> Indent --> Increase** on the menu bar. You cannot indent the first list item.

To remove an indention, click **Format --> Indent --> Decrease** on the menu bar.

3. To enter the next list item, press the Enter key. To make a line break only, press and hold the Shift key, and then press the Enter key.

How to change a number

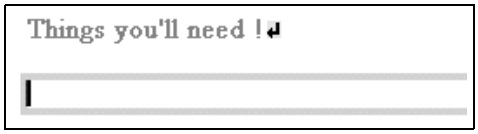
To change a number that precedes a ordered list item, do the following:

1. Click an ordered list item.
2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.
3. Click the **Item** tab.
4. Enter the number you want in **Number**, and click the **OK** button.

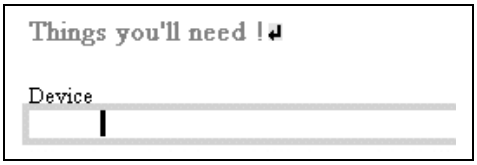
Creating a definition list

To create a definition list, in which each entry consists of a list item and its definition, do the following:

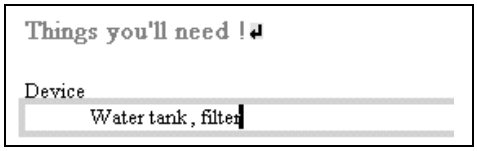
1. Click **Insert --> List --> Definition List** on the menu bar. A blank field for a list item is created.



2. Enter text, and then press the Enter key. A blank field for the definition is created.



3. Enter text for the definition.



4. To enter the next list item, press the Enter key. To make a line break only, press and hold the Shift key, and then press the Enter key.

How to change a symbol

To change one or more of the symbols that precede list items, do the following:

1. Move the cursor onto a list item.
2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.
3. To change symbols for all the list items, click the **List** tab, and change the **Item type** value. To change symbols only for the focused list item and the following items, click the **Item** tab, and change the **Item type** value.

How to divide a list or to join lists

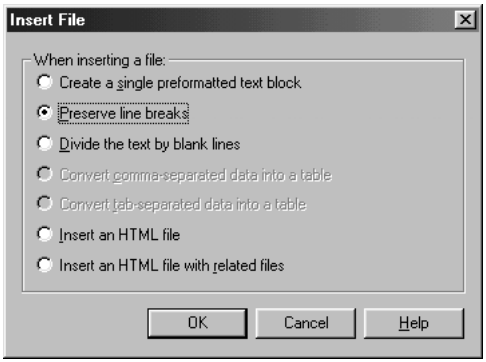
To divide a list into two lists, move the cursor to the position at which you want to divide the list, and then press the Enter key twice. To join two continuous lists, press the Delete key between them.

Inserting a text file

You can insert the contents of a text file (*.txt) into a page being edited.

1. Click **Insert --> File** on the menu bar. The Open dialog appears.

2. Select **Text files** from **Files of type**, specify a text file name, and click the **Open** button. The Insert File dialog appears.



3. Select the radio button for the insertion method you want, and then click the **OK** button. Ordinarily you should select **Preserve line breaks** or **Divide the text by blank lines**.

   - **Create a single preformatted text block:** Makes one paragraph of preformatted (monospaced) text.
   - **Preserve line breaks:** Leaves line breaks in text.
   - **Divide the text by blank lines:** Eliminates line breaks in text, and starts a new paragraph at each blank line.

The content of the text file is inserted at the position of the cursor.

How to insert an HTML file or a CSV file

You can insert an HTML file (*.htm or *.html) or a CSV file (*.csv) in addition to a text file.

To insert an HTML file, do the following:

1. From **Files of type** in the Open dialog, select **HTML files**.
2. From the Insert File dialog, select either **Insert an HTML file** or **Insert an HTML file with related files**.

To insert a CSV file as a table, do the following:

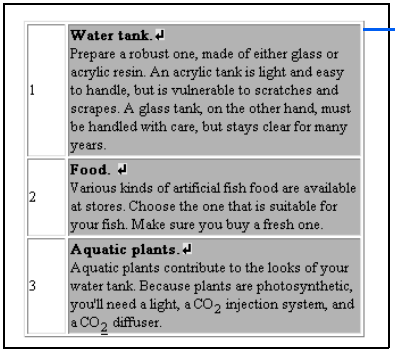
1. From **Files of type** in the Open dialog, select **CSV files**.
2. Form the Insert File dialog, select **Convert comma-separated data into a table**.

Creating tables 10

One way to achieve an attractive layout is to make skillful use of tables. Tables are naturally used to arrange data; in Web pages they are often used also to lay out images and text.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.



★★★ Creating a table 220
★★ Adding or deleting a column 222
★★ Adding or deleting a row 224
★ Changing the attributes of a table 226
★ Changing the attributes of a cell 229

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

Creating a table

This section explains how to create a blank table and how to create a table from data managed by spreadsheet software.

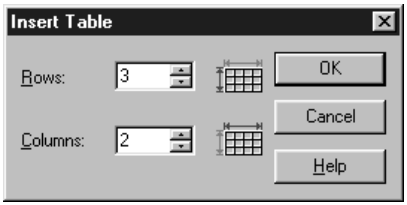
HTML <TABLE>
<TR>
<TD>

Creating a blank table

To create a blank table and enter data in it, do the following:

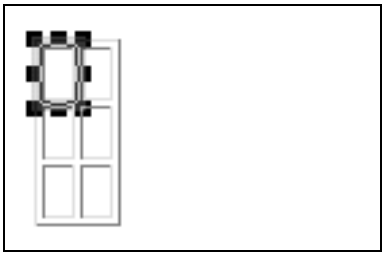
1. Move the cursor to the position at which you want to create a table, and click **Table --> Insert Table Body** on the menu bar. The Insert Table dialog appears.

2. Enter the number of rows in the **Rows** field and the number of columns in the **Columns** field.

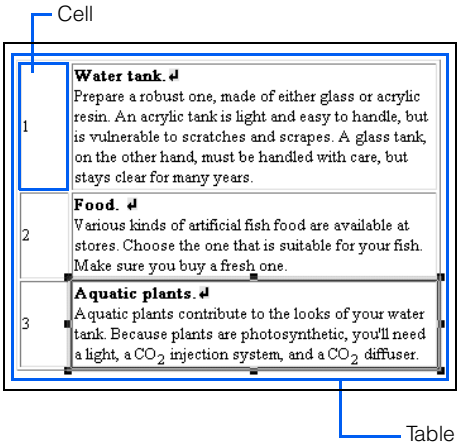


Each square that composes a table is called a *cell*. The number of rows means the number of vertical cells; the number of columns means the number of horizontal cells.

3. Click the **OK** button. A blank table is created.

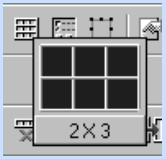


4. Move the cursor onto a cell, and enter data.



Another way to create a blank table

Drag the button to the lower right. A table array as in the following figure appears:



The small squares indicate cells. Adjust the number of cells by dragging, and then release the mouse button to create a blank table with the specified array at the cursor position on the page being edited.

How to delete a table

To delete a table, click **Table --> Delete Table** on the menu bar.

Creating a table from data managed by spreadsheet software

You can insert a spreadsheet file or spreadsheet data created by a spreadsheet application into Homepage Builder in one of the following ways. The spreadsheet file must be in either the CSV (comma-separated values) format or the tab-separated format.

- In the editor of a spreadsheet application, select the data range. Then drag and drop it into the editor of Homepage Builder.

  or:

- Copy the table data from the editor of the spreadsheet application, and then paste it into Homepage Builder's editing area by right-clicking on an open page and selecting **Paste** from the pop-up menu.

  or:

- Prepare a spreadsheet file in the CSV format or the tab-separated format; click **Insert --> File** on the menu bar; open the prepared file, using the displayed Open dialog; and then, in the Insert File dialog displayed, select either **Convert comma-separated data into a table** or **Convert tab-separated data into a table**.

If you create a table from CSV format data, cells that contain only numbers are automatically aligned to the right; other cells are aligned to the left.

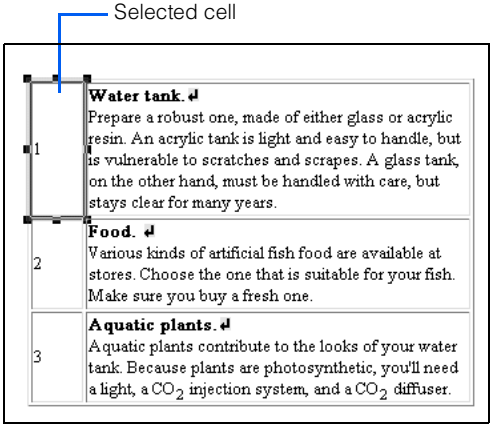
Adding or deleting a column

Columns in a table are vertical. If you need more columns, either add a blank column or copy an existing one. If there is an unnecessary column, delete it.

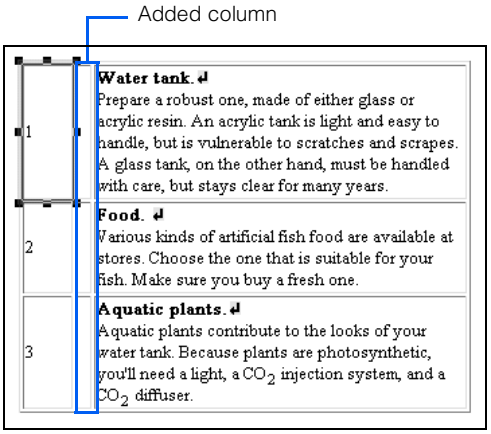
Adding a blank column

You can add a blank column to the right or left of a selected cell.

1. Select a cell.



2. To add a blank column to the right, click **Table --> Add Column --> Add to Right** on the menu bar. A blank column is added.

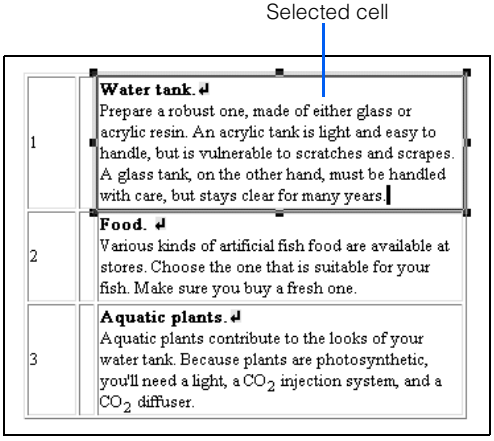


- To add a blank column to the left, click **Table --> Add Column --> Add to Left** on the menu bar.
- To add multiple columns, click **Table --> Add Column --> Specify and Add** on the menu bar, and then specify the number and the direction.

Copying an existing column

You can copy an existing column. In the following example, a column on the right is copied.

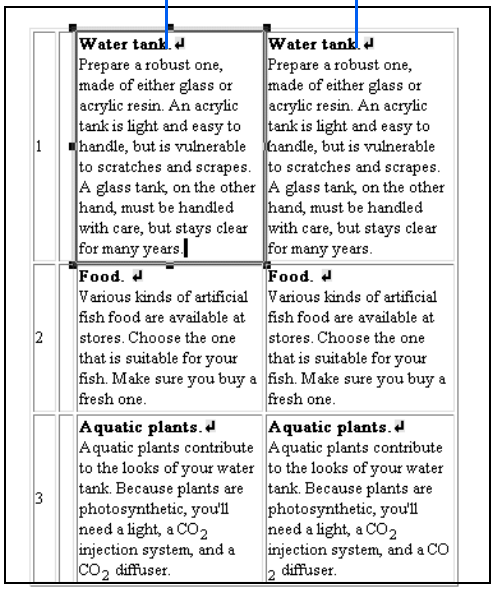
1. Select a cell in the column you want to copy.



2. Click **Table --> Copy Column** on the menu bar. The selected column is copied to the Clipboard.

3. Click **Table --> Paste Column --> On Right** on the menu bar. A column with the same content as the selected one is added to the right.

Two identical columns



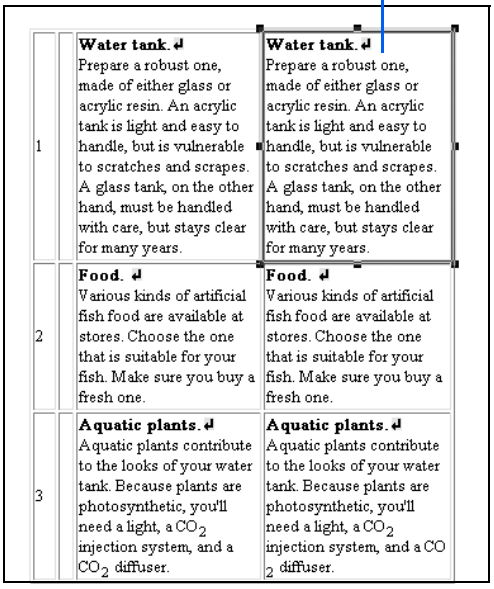
1	**Water tank.** Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.	**Water tank.** Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.
2	**Food.** Various kinds of artificial fish food are available at stores. Choose the one that is suitable for your fish. Make sure you buy a fresh one.	**Food.** Various kinds of artificial fish food are available at stores. Choose the one that is suitable for your fish. Make sure you buy a fresh one.
3	**Aquatic plants.** Aquatic plants contribute to the looks of your water tank. Because plants are photosynthetic, you'll need a light, a CO_2 injection system, and a CO_2 diffuser.	**Aquatic plants.** Aquatic plants contribute to the looks of your water tank. Because plants are photosynthetic, you'll need a light, a CO_2 injection system, and a CO_2 diffuser.

Deleting a column

You can delete an unnecessary column, as follows:

1. Select a cell in the column you want to delete.

Selected cell



1	**Water tank.** Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.	**Water tank.** Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.
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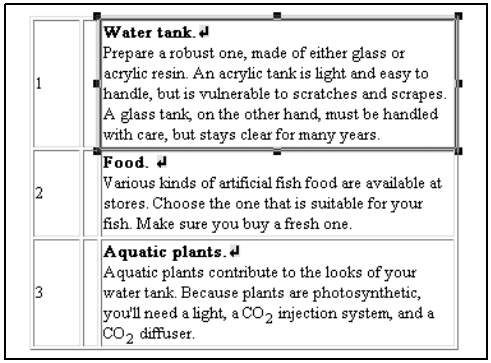
2. Click **Table --> Delete Column** on the menu bar. The selected column is deleted.



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2	**Food.** Various kinds of artificial fish food are available at stores. Choose the one that is suitable for your fish. Make sure you buy a fresh one.
3	**Aquatic plants.** Aquatic plants contribute to the looks of your water tank. Because plants are photosynthetic, you'll need a light, a CO_2 injection system, and a CO_2 diffuser.

If you delete a column, its content is also deleted by default. To change the default, click **Tools --> Options** on the menu bar, click the **General** tab, and then clear the **Delete cell contents when a table is deleted** check box. Next time you delete a column, its content is kept and moved to the next column to the left of the deleted column.

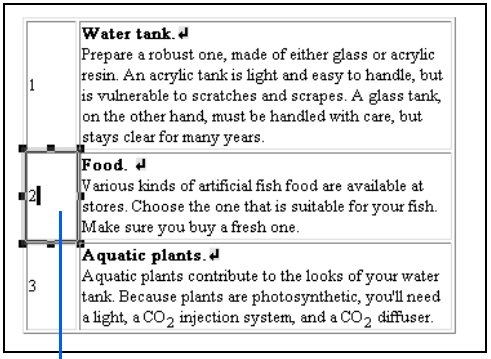
Adding or deleting a row

Rows in a table are horizontal. If you need more rows, either add a blank row or copy an existing one. If there is an unnecessary row, delete it.

Adding a blank row

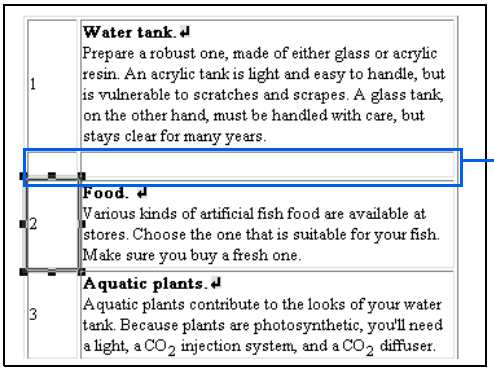
You can add a blank row above or below a selected cell.

1. Select a cell.



Selected cell

2. To add a blank row above the selected cell, click **Table --> Add Row --> Add Above** on the menu bar. A blank row is added.



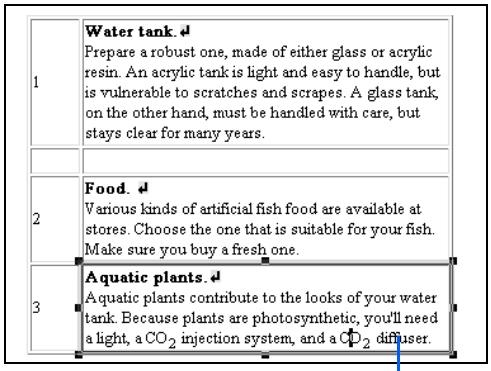
Added row

- To add a blank row below the selected cell, click **Table --> Add Row --> Add Below** on the menu bar.
- To add multiple rows, click **Table --> Add Row --> Specify and Add** on the menu bar, and then specify the number and the direction.

Copying an existing row

You can copy an existing row. In the following example, the bottom row of a table is copied.

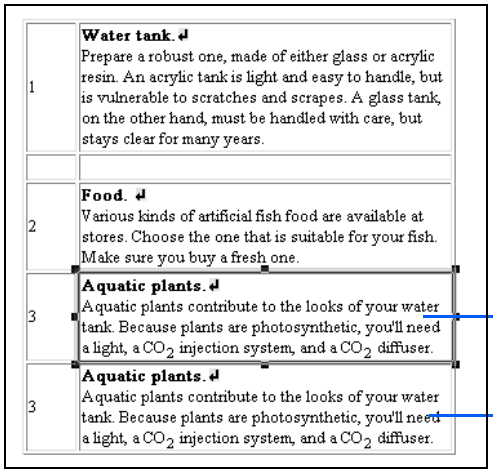
1. Select a cell in the row you want to copy.



Selected cell

2. Click **Table --> Copy Row** on the menu bar. The selected row is copied to the Clipboard.

3. Click **Table --> Paste Row --> Below** on the menu bar. A row with the same content as the selected one is added.

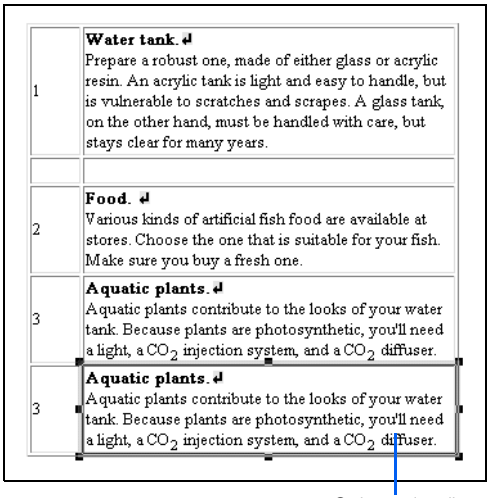


Two identical rows

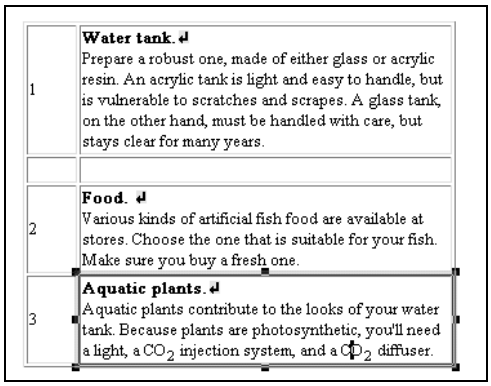
Deleting a row

You can delete an unnecessary row, as follows:

1. Select a cell in the row you want to delete.



2. Click **Table --> Delete Row** on the menu bar. The selected row is deleted.



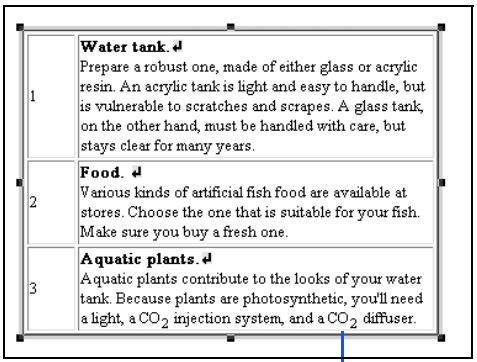
If you delete a row, its content is also deleted by default. To change the default, click **Tools --> Options** on the menu bar, click the **General** tab, and then clear the **Delete cell contents when a table is deleted** check box. Next time you delete a row, its content is kept and moved to the row above the deleted row.

Changing the attributes of a table

After creating a table, you can change table attributes such as width and color.

HTML <TABLE width= height= cellpadding= border= bgcolor= background= >
<CAPTION align= >

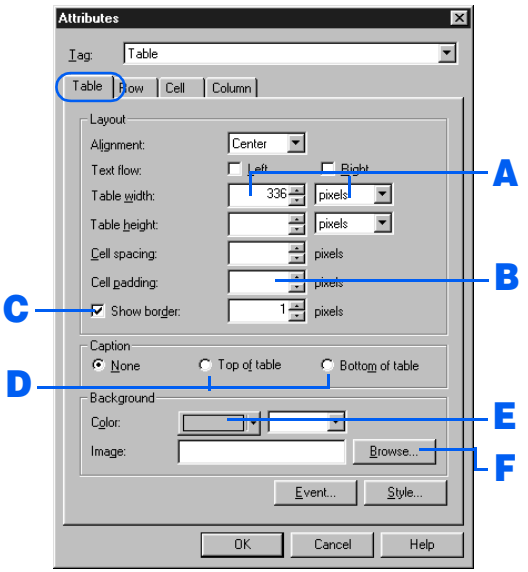
1. Select a table.



Focus on the entire table.

2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.

3. Click the **Table** tab. Here you can change the attributes of the entire table.



A Changing the width of a table

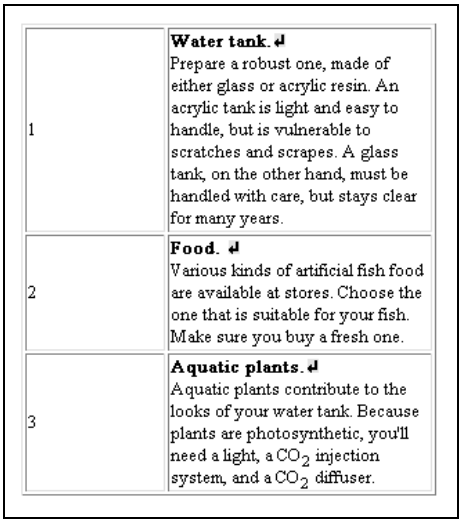
To change the width of a table, specify **Table width** in one of the following ways:

- To assign the table a fixed width, specify **Table width** in pixels. Type a pixel value (300, for example) in the left box, and select **pixels** from the right box.
- To change the table width to fit the screen size of a Web browser, specify **Table width** as a percentage. Type a percentage ratio from 1 through 100 in the left box, and select **%** from the right box.

pixel

A small square colored dot. It is often used as a unit for defining the display resolution or the image size. HTML often uses it as a unit for defining the element size.

The following figure shows an example of changing the width of a table:

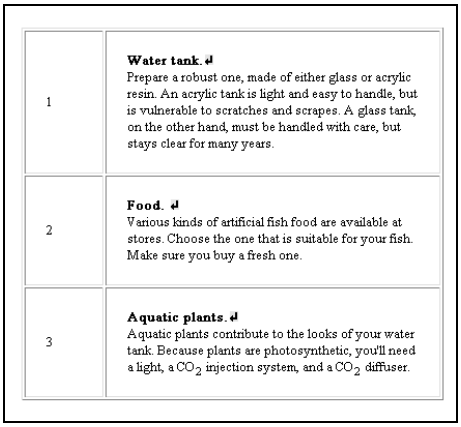


1	**Water tank.** ↲ Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.
2	**Food.** ↲ Various kinds of artificial fish food are available at stores. Choose the one that is suitable for your fish. Make sure you buy a fresh one.
3	**Aquatic plants.** ↲ Aquatic plants contribute to the looks of your water tank. Because plants are photosynthetic, you'll need a light, a CO_2 injection system, and a CO_2 diffuser.

B Changing the cell padding

To change the cell padding, specify the size of the white space between borders and content in **Cell padding**. If nothing is specified, the default is 1.

The following figure shows an example of increasing the cell padding:

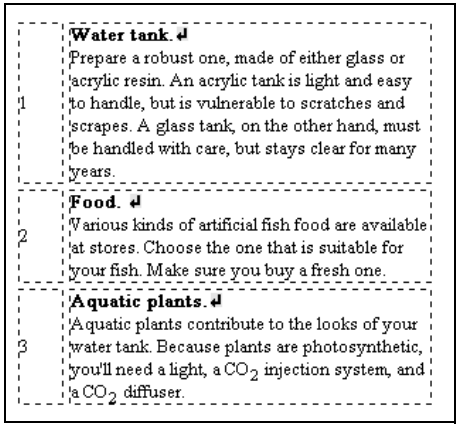


1	**Water tank.** ↲ Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.
2	**Food.** ↲ Various kinds of artificial fish food are available at stores. Choose the one that is suitable for your fish. Make sure you buy a fresh one.
3	**Aquatic plants.** ↲ Aquatic plants contribute to the looks of your water tank. Because plants are photosynthetic, you'll need a light, a CO_2 injection system, and a CO_2 diffuser.

C Hiding the table borders

If you use a table just for layout, you may want to hide its borders. To do so, clear the **Show border** check box.

The following figure shows an example of hiding the table borders. (Though borders are shown as dotted lines on the **Normal** tab, they are hidden on the screen of any Web browser.)

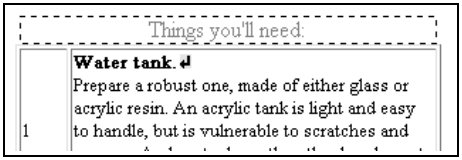


1	**Water tank.** ↲ Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.
2	**Food.** ↲ Various kinds of artificial fish food are available at stores. Choose the one that is suitable for your fish. Make sure you buy a fresh one.
3	**Aquatic plants.** ↲ Aquatic plants contribute to the looks of your water tank. Because plants are photosynthetic, you'll need a light, a CO_2 injection system, and a CO_2 diffuser.

D Adding a title to a table

To add a title to a table, select either **Top of table** or **Bottom of table**, and click the **OK** button. A blank field appears. Enter a title in it.

The following figure shows an example of adding a title at the top of a table.



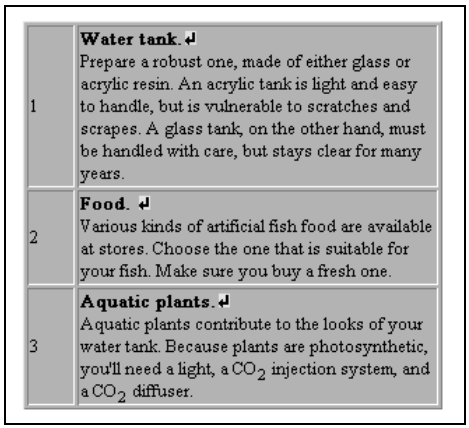
Things you'll need:

1	**Water tank.** ↲ Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and

E Adding color to a table

To add color to the entire table, click the colored button to the right of **Color**, and select a color.

The following figure shows an example of adding color to a table.

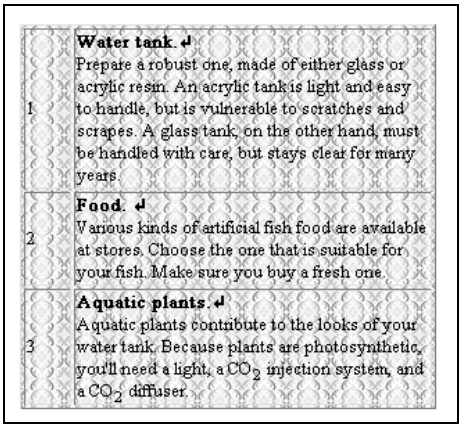


1	**Water tank.** ↲ Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.
2	**Food.** ↲ Various kinds of artificial fish food are available at stores. Choose the one that is suitable for your fish. Make sure you buy a fresh one.
3	**Aquatic plants.** ↲ Aquatic plants contribute to the looks of your water tank. Because plants are photosynthetic, you'll need a light, a CO_2 injection system, and a CO_2 diffuser.

F Wallpapering the background of a table

To wallpaper the background of a table, click the **Browse** button, and then select an image file.

The following figure shows an example of wallpapering the background of a table.



1	**Water tank.** ↵ Prepare a robust one, made of either glass or acrylic resin. An acrylic tank is light and easy to handle, but is vulnerable to scratches and scrapes. A glass tank, on the other hand, must be handled with care, but stays clear for many years.
2	**Food.** ↵ Various kinds of artificial fish food are available at stores. Choose the one that is suitable for your fish. Make sure you buy a fresh one.
3	**Aquatic plants.** ↵ Aquatic plants contribute to the looks of your water tank. Because plants are photosynthetic, you'll need a light, a CO_2 injection system, and a CO_2 diffuser.

4. Click the **OK** button. The table attributes change as specified.

Changing the attributes of a cell

After creating a table, you can change cell attributes such as cell type and color.

HTML <TD width= height= align= colspan= rowspan= bgcolor= >
<TH>

Changing cell attributes

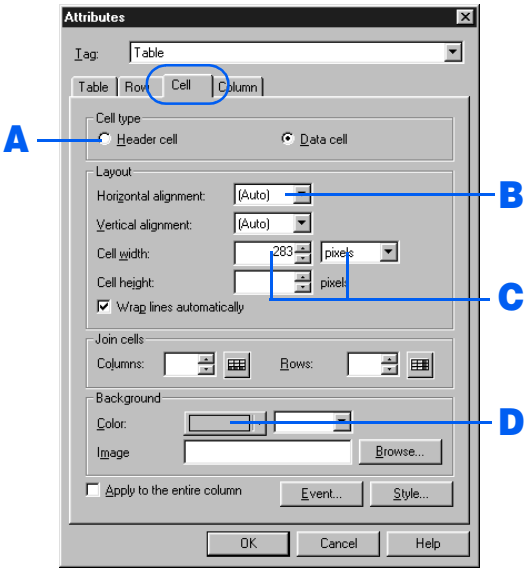
You can change multiple attributes of one or more cells, as follows:

1. Select one or more cells.

If you select multiple cells here, you can change attributes of all of them at once.

2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.

3. Click the **Cell** tab. Here you can change the cell attributes.

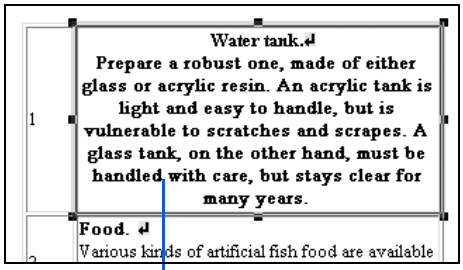


A Converting a data cell into a header cell

There are two types of cell: a data cell and a header cell. Text in a header cell is generally displayed in a bold font and is aligned to the center.

To convert a data cell into a header cell, select **Header cell** from **Cell type**.

The following figure shows an example of a header cell.



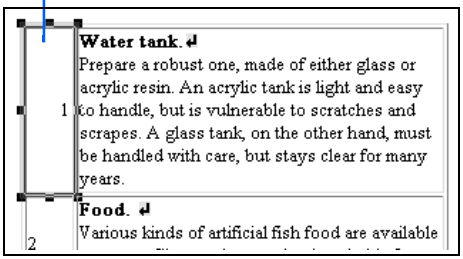
This cell has been converted into a header cell.

B Aligning text in a cell to the right

To align text in a cell to the right, select **Right** from **Horizontal alignment**.

The following figure shows an example of alignment.

Text in this cell has been aligned to the right.

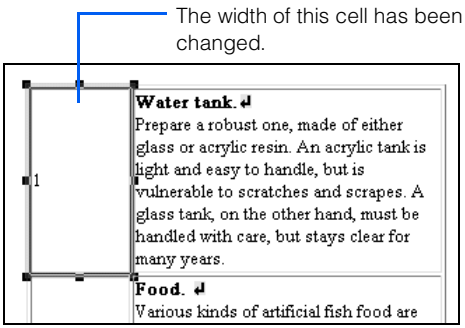


C Changing the width of a cell

To change the width of a cell, specify **Cell width** in one of the following ways:

- To assign the cell a fixed width, specify **Cell width** in pixels. Type a pixel value (100, for example) in the left box, and select **pixels** from the right box.
- To change the cell width to fit the screen size of a Web browser, specify **Cell width** as a percentage. Type a percentage ratio from 1 through 100 in the left box, and select **%** from the right box.

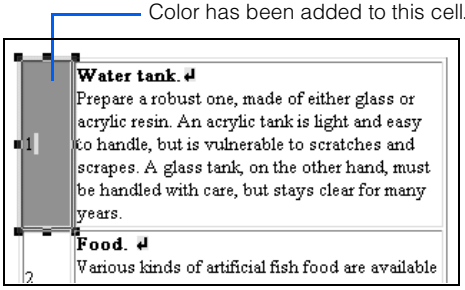
The following figure shows an example of changing the cell width.



D Adding color to a cell

To add color to a cell, click the colored button to the right of **Color**, and then select a color.

The following figure shows an example of adding color to a cell.

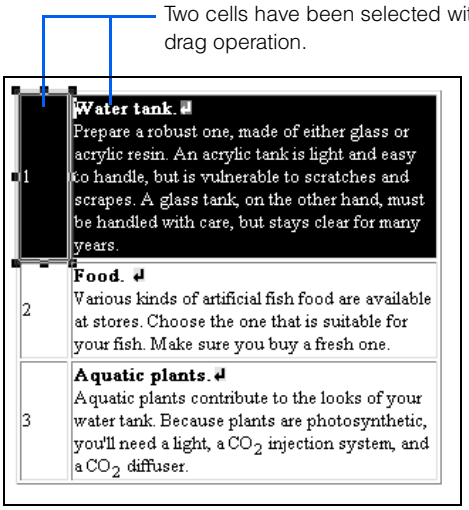


4. Click the **OK** button. The cell attributes are changed.

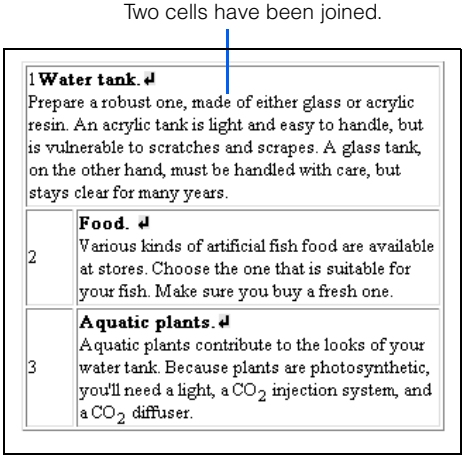
Joining cells

You can join cells by using **Join cells** of the Attributes dialog. The following method, however, is easier.

1. Select the cells to be joined.



2. Click **Table --> Join Selected Cells** on the menu bar. All the selected cells are joined.



To return joined cells to their original settings, click **Edit --> Attributes** on the menu bar to display the Attributes dialog, and then delete the value entered in **Join cells**.

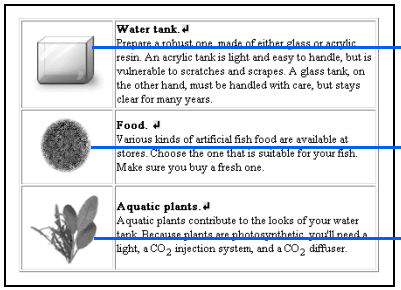
Inserting images 11

HTML accepts image files in JPEG, GIF, or PNG format. The most popular format is GIF. The JPEG format is suitable for photographic data. The PNG format is a newer image format that is expected to replace the GIF format, but at present few Web browsers are compatible with it.

This chapter explains how to insert an image into a page, how to change its attributes, and how to edit it.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.



★★★ Inserting an image 232
★★ Deleting, moving, or copying an image . . 235
★ Laying out text around an image 237
★★ Adding an explanation to an image 239
★ Changing the display size of an image . . . 241
★★ Editing an image 242

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

Inserting an image

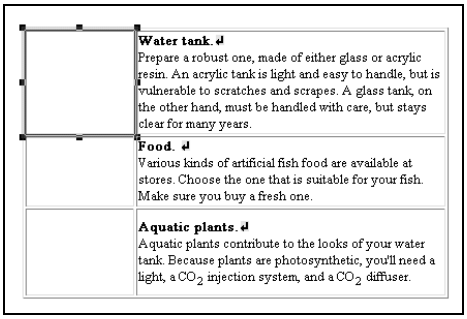
Inserting an image is an important task, frequently performed. There are several ways to insert an image; you should be familiar with all of them.

HTML <IMG src= >

Specifying an image file name

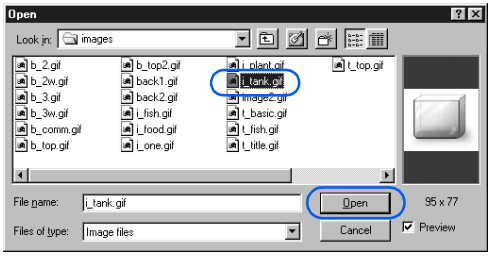
An image is usually inserted this way:

1. Move the cursor to the position where you want to insert an image.

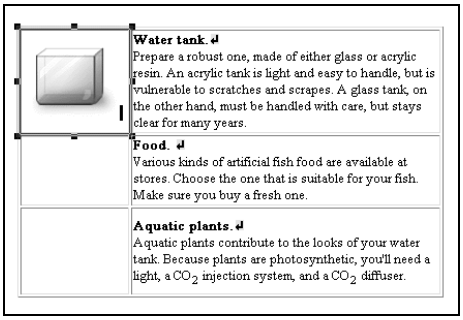


2. Click **Insert --> Image File --> From File** on the menu bar. The Open dialog appears.

3. Select an image file, and click the **Open** button.



An image is inserted at the position of the cursor.



Selecting an image from the Gallery

Homepage Builder provides many sample materials. You can select a sample image file and insert it into a page.

You can also use the **Gallery** tab to insert an image. For details, see "Materials for images" in Chapter 6.

1. Move the cursor to the position where you want to insert an image.

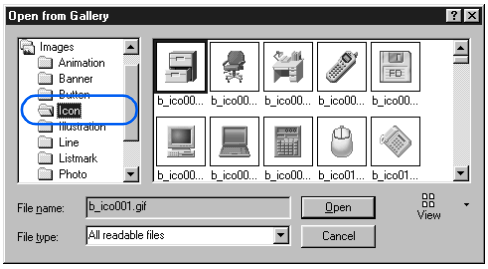
2. Click **Insert --> Image File --> From Gallery** on the menu bar. The Open from Gallery dialog appears.

3. Select a category of images.

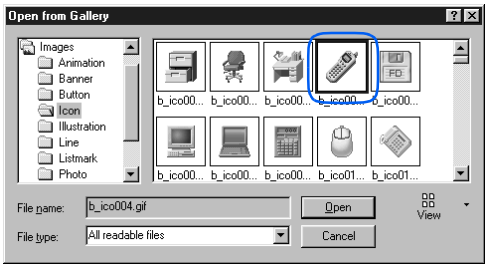
You can insert image files of various formats into a page being edited. Inserted images are automatically converted into the GIF or JPEG format.

If the mark appears...

If the specified image file cannot be read, this mark appears. Be sure to specify the file name or the folder correctly.



4. Select a file.



5. Click the **Open** button. The selected image is inserted at the position of the cursor.

If you insert an animated GIF image, an icon that indicates an animated GIF image appears at the upper left of the image, and the image is enclosed by dotted lines.

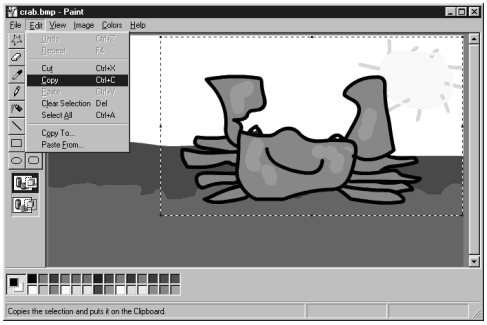
Using the Clipboard

If you have copied image data from other software to the Clipboard, you can paste it into a page being edited.

The following example describes how to copy an image from Paint into the page editing area of Homepage Builder.

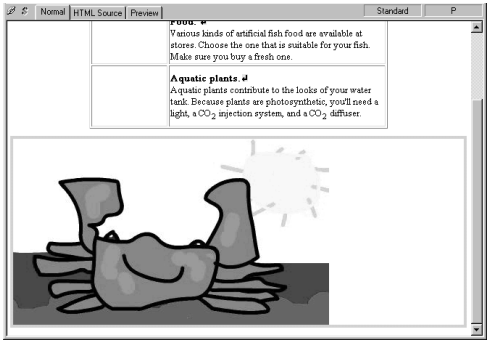
Paint is one of Windows accessory tools that handles images. To start Paint, click **Start --> Programs--> Accessories --> Paint** from the Windows task menu. After that, select the whole or part of the image. To select the whole image displayed in the Paint window, for example, click **Edit --> Select All** on the menu bar.

1. Display an image in the Paint window, and select the part you want to copy. Then click **Edit --> Copy** on the menu bar of Paint.



The image data is copied to the Clipboard.

2. Click **Edit --> Paste** on the menu bar of Homepage Builder. The image is pasted into the page being edited.



When you insert an image file in your page, the path of the file is represented by "file:///…" in the HTML source of the page. For example, if you insert an image file in GIF format, an <IMG> tag is inserted, whose *src* attribute has the value "file:///C:/image/abc.gif". Such a path specification—beginning from the topmost level of a disk drive—is called the *absolute path*.

After you save the page, however, the path of the image file is converted to the *relative path*, which is implied by the directory in which the page has been saved. For example, "file:///C:/image/abc.gif" is changed to "abc.gif".

This conversion occurs because the location of the page (HTML file) is not determined until you save it. The relative path specification is the correct way to specify files in HTML.

Opening an image from a TWAIN-compliant device

If an image is saved in a TWAIN 32-bit compliant device such as a digital camera or a scanner, you can open the image directly from the device.

Before performing this task, confirm that the TWAIN driver has been correctly installed, and connect the TWAIN-compliant device to your computer.

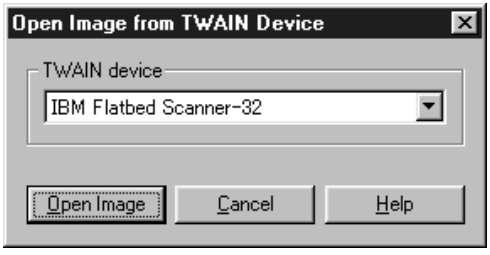
For instructions on how to use the TWAIN driver, see the manual for the TWAIN-compliant device.

1. Move the cursor to the position where you want to insert an image.

2. Click **Insert --> Image File --> From TWAIN Device** on the menu bar.

If this menu is disabled, no TWAIN driver has been installed.

The Open Image from TWAIN Device dialog appears.



3. Select the name of the TWAIN-compliant device, and then click the **Open Image** button. The TWAIN driver's window appears.

4. Open any image by using the TWAIN driver. The image is inserted on the cursor position of a page being edited.

Images opened from a TWAIN-compliant device are automatically converted into GIF or JPEG format.

Deleting, moving, or copying an image

If an image is unnecessary, delete it. If you insert an image at the wrong position, you can move it to the right position. To insert the same image multiple times, copy the image. The method for deleting, moving, or copying an image is the same as that of deleting, moving, or copying text.

Deleting an image

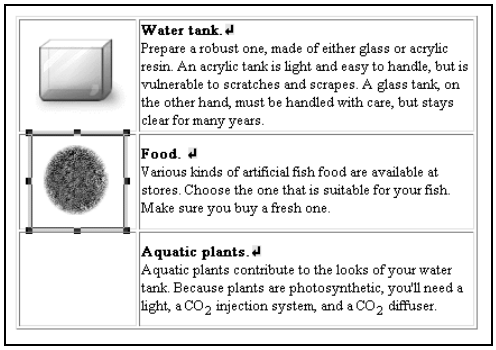
To delete an image, do the following:

1. Select an image.
2. Click **Edit --> Delete** on the menu bar; or press the Delete key. The selected image is deleted.

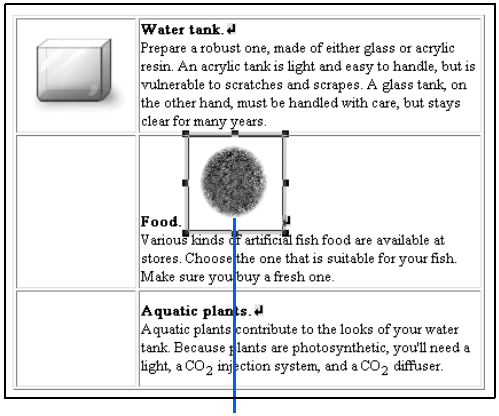
Moving an image

To move an image, cut and paste it.

1. Select the image.



2. Click **Edit --> Cut** on the menu bar. The selected image is cut and saved in the Clipboard.
3. Move the cursor to the position where you want to insert the image.
4. Click **Edit --> Paste** on the menu bar. The image is pasted at the position of the cursor.



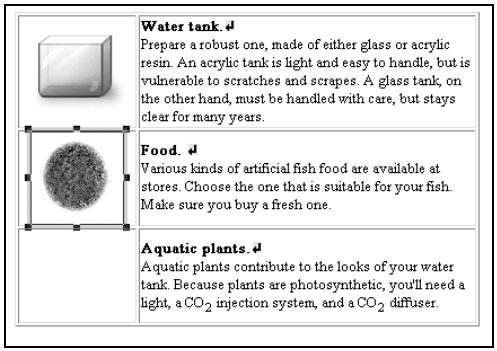
The image has been moved into this position.

To place an image anywhere you like in the absolute coordinate, create a layout frame, and then insert the image inside the layout frame. For details, see "Positioning text and images freely on your page" in Chapter 13.

Copying an image

To copy an image, first copy the image to the Clipboard, and then paste it to another position. You can do the paste operation many times.

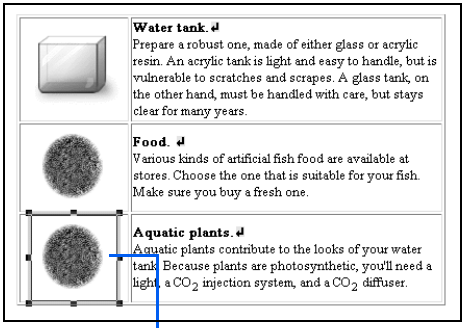
1. Select the image.



2. Click **Edit --> Copy** on the menu bar. The image is copied to the Clipboard.

3. Move the cursor to the position where you want to paste the image.

4. Click **Edit --> Paste** on the menu bar. The image is pasted at the position of the cursor.



The image has been copied.

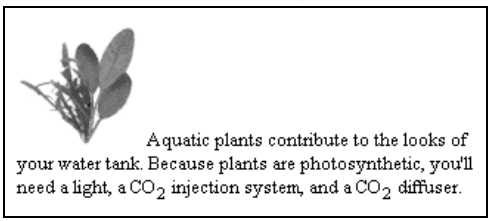
Laying out text around an image

By default, you can lay out only a single line of text beside an image. You can, however, change the default and lay out multiple lines of text beside an image. You can also increase the space around an image.

HTML <IMG src= align= vspace= hspace= >

Entering text beside an image

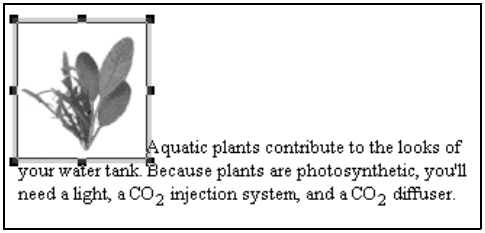
First, enter text beside the image. You can see that only a single line of text is beside the image; other lines are laid out below the image.



Flowing text around an image

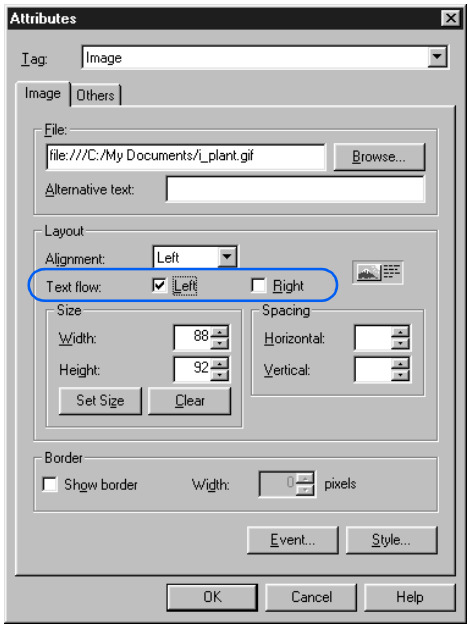
Next, flow text to the left or right of the image.

1. Click the image.

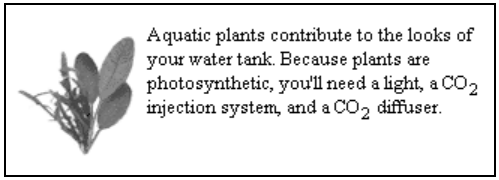


2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.

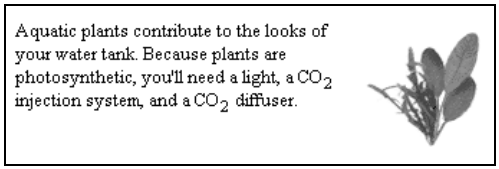
3. Select either the **Left** or **Right** check box next to **Text flow**, and then click the **OK** button.



If you select the **Left** check box, text flows to the right of the image.

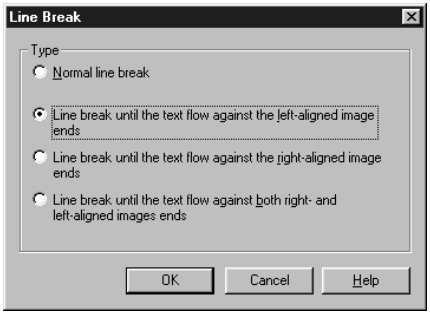


If you select the **Right** check box, text flows to the left of the image.



4. To end the text flow explicitly, move the cursor to the position at which you want the text flow to end, press and hold the Ctrl key, and press the Enter key. The Line Break dialog appears.

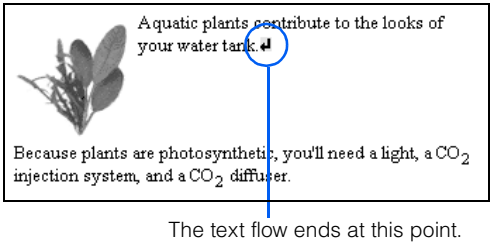
5. If you have selected the **Left** check box, select **Line break until the text flow against the left-aligned image ends**. If you have selected the **Right** check box, select **Line break until the text flow against the right-aligned image ends**.



If you have entered text between two images

If you have entered text between two images, and if you want to end the text flow explicitly, select **Line break until the text flow against both right- and left-aligned images ends** in the Line Break dialog.

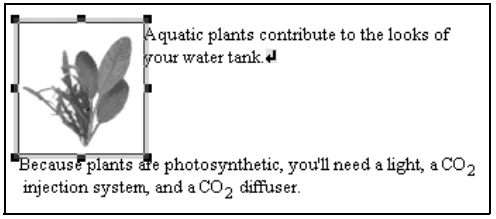
6. Click the **OK** button.



Increasing space around an image

An adequate amount of white space around an image can make it look better.

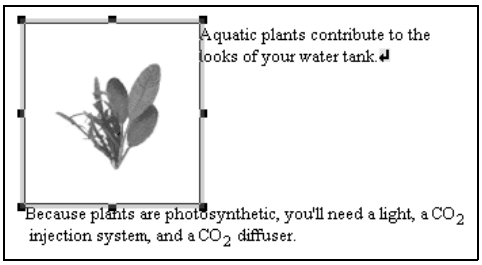
1. Select the image.



2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.

3. Type the number of pixels in **Horizontal** and **Vertical**. (Here, *horizontal* means space to the left and right of an image. *Vertical* means space to the top and bottom of an image.) The larger the numerical value, the greater the spacing.

4. Click the **OK** button. The space around the image is increased.



Even if the **Normal** tab displays text flow as you have intended, Web browsers may not. This is because the character size differs depending on the browser, or because the number of characters that can be displayed in a single line differs depending on the screen width of the browser. Especially if you have inserted multiple images, you should check your page's appearance on different Web browsers.

Adding an explanation to an image

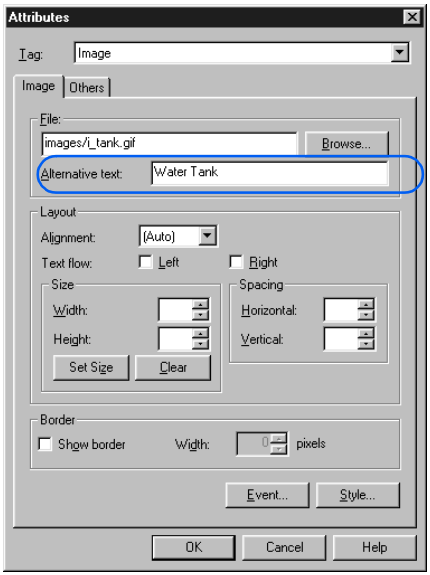
Images can beautify your page, but not all Web browsers can display images. You should add an explanation (called *alternative text*) to each image to tell people what it shows.

HTML <IMG src= alt= >

Adding an explanation to each image

To add alternative text to each image, do the following:

1. Select the image.
2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.
3. Enter text in **Alternative text**, and then click the **OK** button.

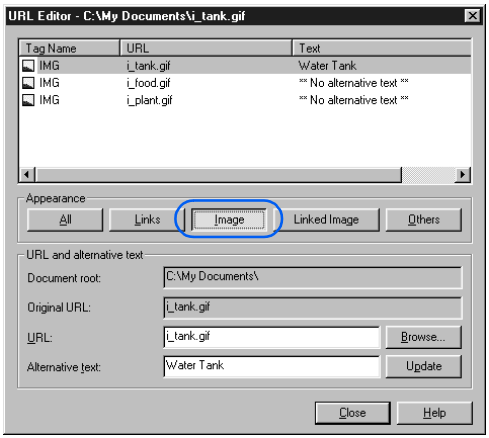


The appearance of the image does not change, but alternative text is added to the <IMG> tag.

Checking whether all images have their explanations

To check whether all images on a page being edited have their explanations, do the following:

1. Click **Tools --> URL Editor** on the menu bar. The URL Editor appears.
2. Click the **Image** button. Images used on a page being edited are listed.

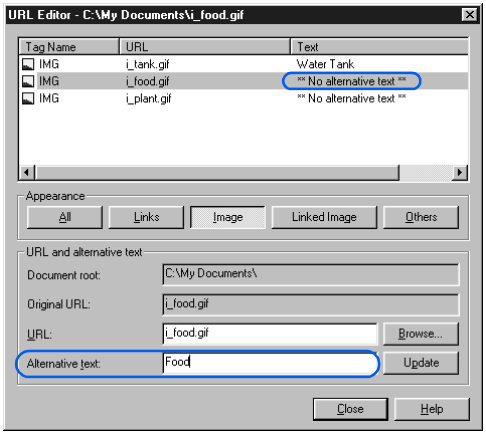


Some examples of when alternative text is needed:

- For those who use Web browsers that cannot display images.
- For those who have set their Web browsers to display no images, because they want to speed up their connection.
- For visually handicapped people.

3. Select an image that has no alternative text.

4. Enter an explanation in **Alternative text**.



5. To update the list, click the **Update** button. To close the URL Editor, click the **Close** button.

Linked image

Remember to add alternative text to linked images, because Web browsers that cannot display images use alternative text to jump from linked images to other pages.

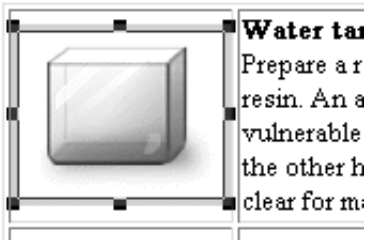
To check the alternative text only for linked images, click the **Linked Image** button instead of the **Image** button in the URL Editor dialog.

Changing the display size of an image

After inserting an image, you can change its display size.

HTML <IMG src= width= height= >

1. Click an image. The image is selected, and eight square knobs appear around it.



2. To change the display size, drag the knob at the lower right corner. When you have the image at the size you want, release the mouse button.

- To restore the image display to the original size, click **Edit --> Attributes** on the menu bar, and then click the **Set Size** button in the Attributes dialog.
- To clear the specification of the image display size (the *width* and the *height* attributes of the <IMG> tag), click **Edit --> Attributes** on the menu bar, and then click the **Clear** button in the Attributes dialog.

To change not only the image display size but also the image file size, click **Edit --> Image --> Edit Image** on the menu bar, and then select the **Save in the displayed size** check box in the Edit Image dialog.

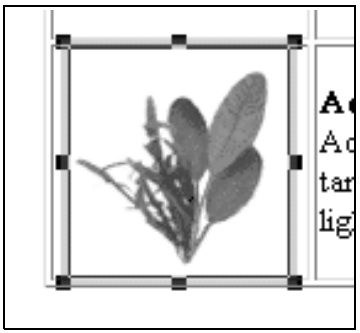
Editing an image

While you are editing a page, you can edit images on that page; you can change the image file size, retouch an image, and so on. Because editing an image changes not only the appearance but also the file itself, copy the file in advance if necessary.

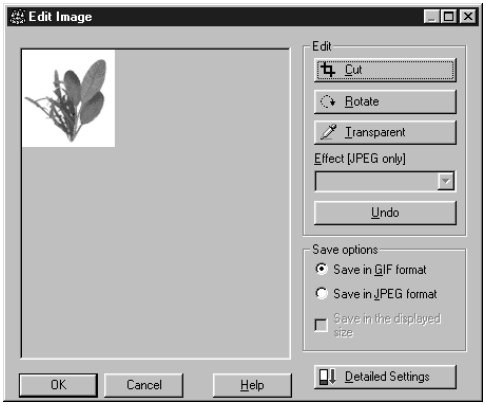
Displaying the Edit Image dialog

To edit an image, you must display the Edit Image dialog.

1. Select an image.



2. Click **Edit --> Image --> Edit Image** on the menu bar. The Edit Image dialog appears.

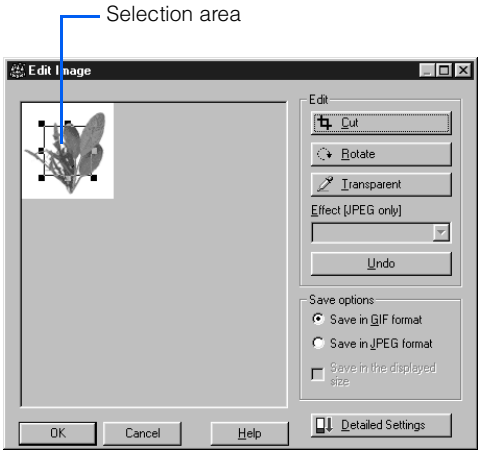


- After you make changes with the Edit Image dialog, you can undo them all by clicking the **Undo** button.
- To apply the changes you have made and close the Edit Image dialog, click the **OK** button.

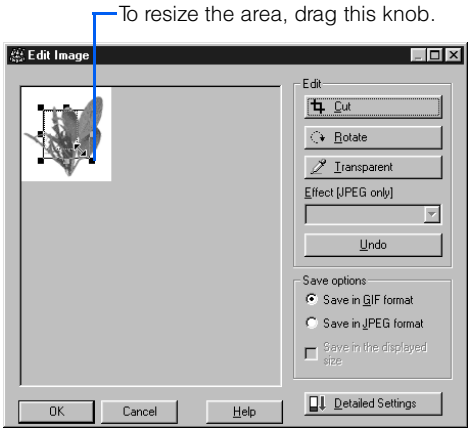
Cutting an image

To cut part of an image, use the **Cut** button.

1. Click the **Cut** button in the Edit Image dialog. A square selection area appears on the image.

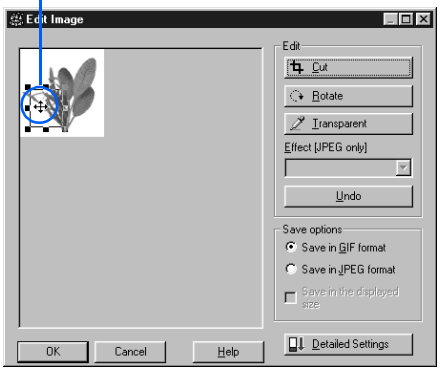


2. To resize the area, drag a square knob.

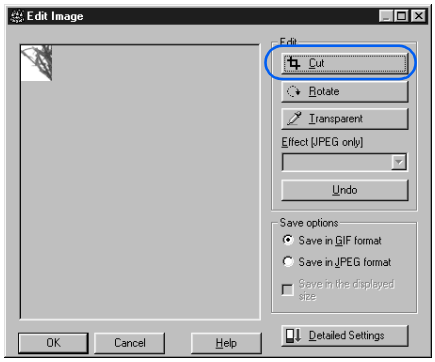


3. To move the area, click inside the area, and then drag the area.

To move the area, drag the area.

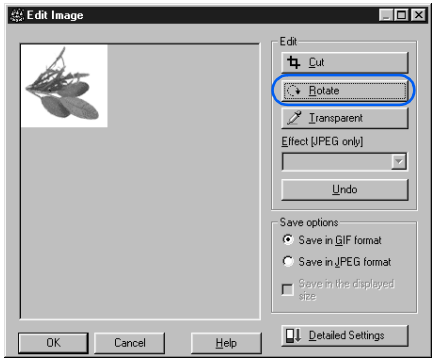


4. After deciding the size and position of the selection area, double-click the mouse button; or click the **Cut** button again. The image is cut; the selection area remains.



Rotating an image

Each time you click the **Rotate** button in the Edit Image dialog, the image rotates clockwise 90 degrees.



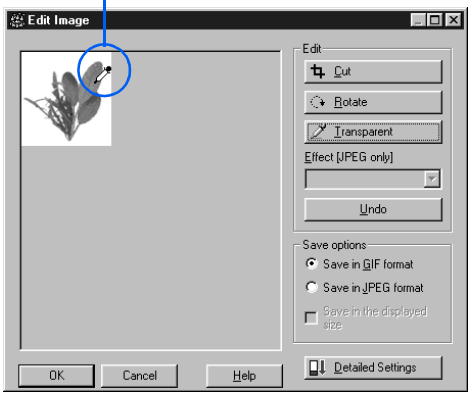
Making a color in a GIF format image transparent

If your image is in GIF format, you can make one color in it transparent. If that color is at the edge of the image, the image blends with the background color.

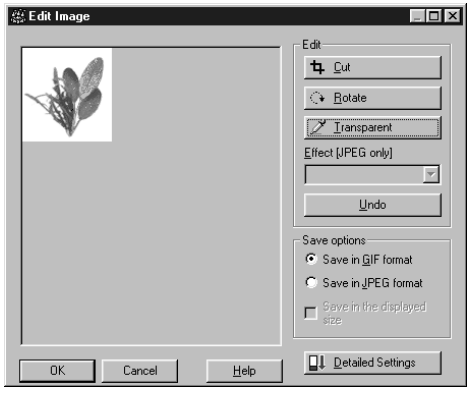
1. In the Edit Image dialog, click the **Transparent** button. The mouse pointer takes the shape of a sampler.

2. Click the color you want to make transparent.

Click the color you want to make transparent.



The color becomes transparent.

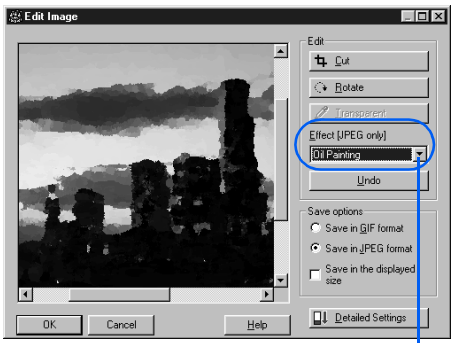


You can make only one color transparent. To make a different color transparent and restore the first one to normal, do the same operations again.

Adding an effect to a JPEG image

You can add an effect to an image in JPEG format. In the following example, an oil painting effect is added to the following image:

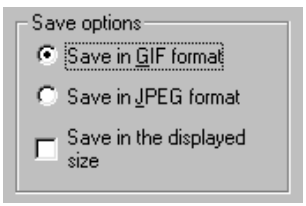
1. Select an effect from **Effect [JPEG only]**. For example, select **Oil painting**. An oil painting effect is added to the image.



To select an effect, click here.

Converting a JPEG image into a GIF image

To convert an image from JPEG format to GIF format, select the **Save in GIF format** radio button in the Edit Image dialog.



Converting a GIF image into a JPEG image

To convert an image from GIF format to JPEG format, select the **Save in JPEG format** radio button in the Edit Image dialog.

If you convert a GIF image into a JPEG image, you can add an effect to the image.

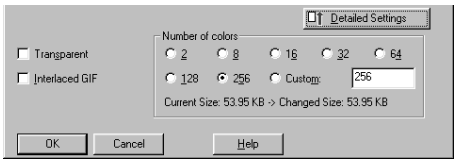
Changing the image file size

To set the file size of an image to be identical with the display size, select the **Save in the displayed size** check box in the Edit Image dialog.

Setting a GIF image in detail

To set a GIF image in detail, do the following:

1. In the Edit Image dialog, confirm that the **Save in GIF format** radio button is selected, and click the **Detailed Settings** button. The items for setting a GIF image appear.



2. If the **Transparent** check box has been selected, one color in the image is transparent. To show all colors, clear the **Transparent** check box.

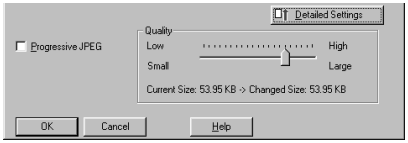
3. To display the image progressively from a lower resolution to a higher resolution on a Web browser, select the **Interlaced GIF** check box. To display the image from the top to the bottom in order, clear the **Interlaced GIF** check box.

4. To reduce the file size by reducing the number of colors to be used, select the smaller number of colors in the **Number of colors** group. Bear in mind that this reduces the quality of the image.

Setting a JPEG image in detail

To set a JPEG image in detail, do the following:

1. In the Edit Image dialog, confirm that the **Save in JPEG format** radio button is selected, and click the **Detailed Settings** button. The items for setting a JPEG image appear.



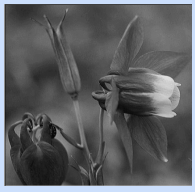
2. To display the image progressively from a lower resolution to a higher resolution on a Web browser, select the **Progressive JPEG** check box. To display the image from the top to the bottom in order, clear the **Progressive JPEG** check box.

3. To reduce the file size by reducing the image quality, move the **Quality** slider to the left.

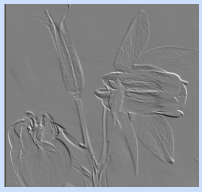
Moving the **Quality** slider to the right cannot make the image better than the original.

You can add the following effects to a JPEG image.

Blur
Blurs the whole image.

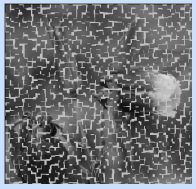


Sharp
Sharpens the whole image by emphasizing the outlines.

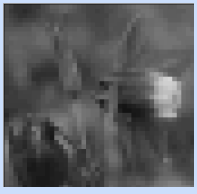


Emboss
Embosses the image.

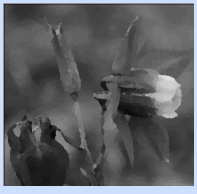
Border
Paints the border of the selected area by giving gradation from white to the transparent color.



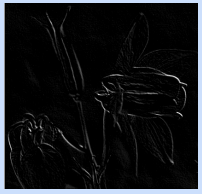
Tile
Divides the whole image into tiles.



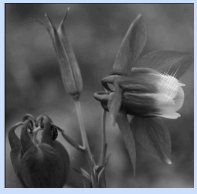
Mosaic
Gives a mosaic pattern to the whole image.



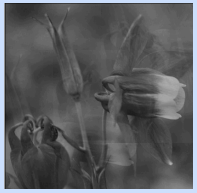
Oil painting
Imitates an oil painting.



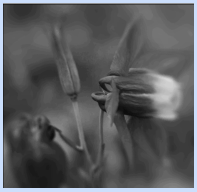
Outline
Detects and outlines the areas of the image where brightness changes significantly.



Cross
Adds many lights in the shape of crosses to the bright areas of the image.



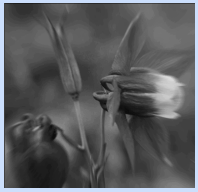
Multi-image
Lays several mirage-like images on the original image.



Center focus
Sharpens the center of the image and blurs the edge, as if the center is in focus.

Motion blur
Blurs the image and gives it a motion.

Wind
Paints many lines along the outlines of the image to suggest that the wind is blowing.



Zoom
Zooms in to the center of the image.

Grayscale
Changes the image into a gray-scale image.

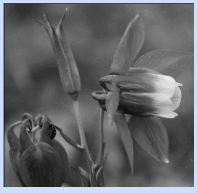
Sepia
Tints the whole image with sepia.

Negative
Reverses the image like a photographic negative.

Dusk and dawn
Retouches the reddish hues of a photographic image taken at dusk or dawn into one taken in normal light.

Sunny
Retouches the slightly bluish hues of a photographic image taken in bright sunlight into one taken in normal light.

Shade and clouds
Retouches the slightly bluish hues of a photographic image taken in the shade or on a cloudy day into one taken in normal light.



Fluorescent light
Retouches the slightly greenish hues of a photographic image taken in fluorescent light into one taken in normal light.

Incandescent light
Retouches the reddish hues of a photographic image taken in incandescent light into one taken in normal light.

Inserting an image taken by your digital camera into your page

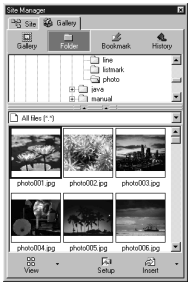
To insert a photographic image taken by your digital camera into a page being edited by using the Site/Gallery View, do the following:

1. Save a photographic image taken by your digital camera into the hard disk of your computer by using the TWAIN driver or other software. If the image has been saved in the smart media or the compact flash, just copy it to the hard disk.

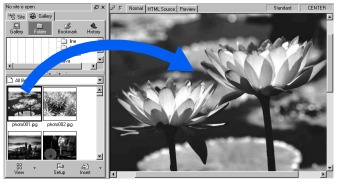
2. Open the page on which you want to insert the image.

3. To display the image on the Site/Gallery View, click the **Gallery** tab, and then click the **Folder** button. The upper part of the **Gallery** tab lists the folders on your computer.

4. From the list of folders, select the one that contains the image you want. The lower part of the **Gallery** tab lists the files in that folder.



5. Click the image, and insert it on the open page with a drag-and-drop operation.



To insert an image directly from your digital camera into a page being edited, connect the camera to your computer, and click **Insert --> Image File --> From TWAIN Device** on the menu bar.

Now the image is on your page, but it might be too big. Usually photographic images taken by digital cameras are too big for Web pages; moreover, their file sizes are too large to be viewed quickly on Web browsers. Therefore, you should reduce both the display size and the file size of your image. (The following example assumes that the image format is JPEG.)

1. Click the image on the page being edited. The image is selected. Eight square knobs appear around it.

2. To reduce the display size of the image, drag the knob at the lower right corner. When you have the image at the size you want, release the mouse button.

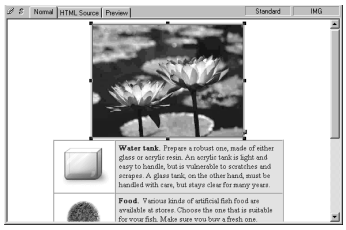
3. To reduce the file size of the image, select the image, and then click **Edit --> Image --> Edit Image** on the menu bar. The Edit Image dialog appears.

4. Select the **Save in the displayed size** check box.

5. Confirm that the **Save in JPEG format** radio button is selected, and click the **Detailed Settings** button. The items for setting a JPEG image appear.

6. Move the **Quality** slider to the left. The image file size is reduced. The image quality becomes lower, however.

7. Click the **OK** button. Both the file size and the display size of the image are reduced.



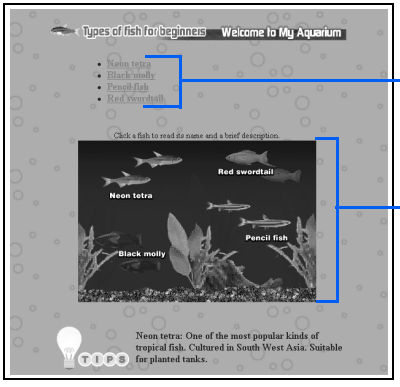
12 Setting links

You can jump from one page to another simply by clicking text or an image with a link. Links are convenient elements of Web pages.

This chapter explains how to set a link on text or an image, how to set multiple links on a single image, and how to check the link status of a site.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.



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Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

Setting a link on text or an image

To jump from one place to another, you can set a link on text or an image within a page being edited.

The place you jump from is called a *link source*; text or an image can be a link source. The place you arrive at is called a *link destination*; a file, a label, or a URL can be a link destination.

The method for specifying a link depends on the destination of the link. This section describes how to set a link to each of the following link destinations:

- Another page
- Another place on the same page
- Another site
- A file other than HTML

HTML <A href= name= >

Setting a link to another page

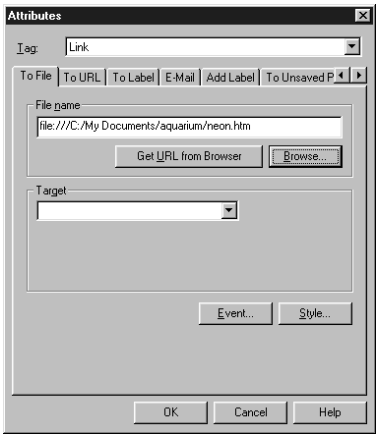
To set a link from a top page to a subpage, or from a subpage to a top page, do the following:

1. Select text or an image as the link source.

2. Click **Insert --> Link** on the menu bar. The Attributes dialog appears.

3. Confirm that the **To File** tab is selected.

4. Click the **Browse** button, select an HTML file as a link destination in the Open dialog, and then click the **Open** button. The selected file name is displayed in the **File name** field.



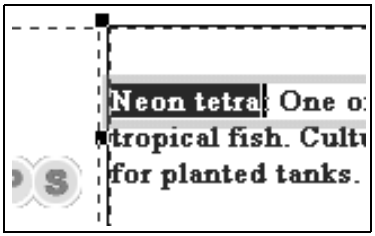
Immediately after setting a link, the file name that begins with "file:///" is displayed on the **To File** tab. After the page is saved, however, "file:///" is removed from the file name automatically.

5. Check that the file name is correct, and click the **OK** button. A link is set on the selected text or image.

Setting a link to another place on the same page

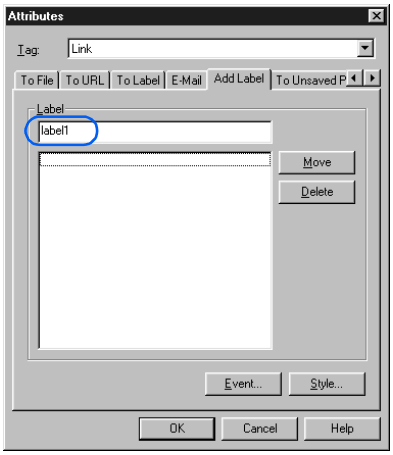
You can add a label to another place on the same page, and make it a link destination. Use this method, for example, if you want to place a summary of a page at the beginning of the page and to enable a visitor to jump to a lower part of the page.

1. First, you must add a label to the link destination. Select text or an image as the link destination, and then click **Insert --> Link** on the menu bar.



The Attributes dialog appears.

2. Click the **Add Label** tab, and enter a label name.



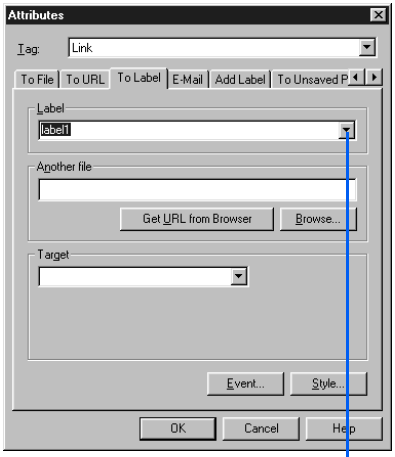
3. Click the **OK** button. A label is added to the selected text or image. This is the link destination.

A dotted underline is added to the labeled text.

4. Next, select text or an image as the link source, and click **Insert --> Link** on the menu bar.

The Attributes dialog appears.

5. Click the **To Label** tab, and select the previously specified label name from the **Label** list box.



Click here, and then select the label name.

How to set a link to a label specified in another page

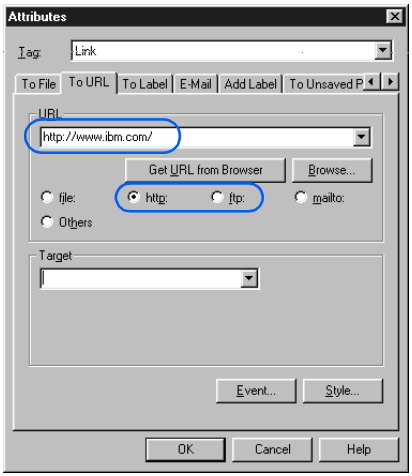
You can set a link to a label specified in another page of the same site. Before selecting the label name from the **Label** list box, click the **Browse** button, and then select an HTML file that includes the label.

6. Click the **OK** button. A link to the previously specified label is set on the selected text or image.

Setting a link to another site

You can set a link to a URL beginning with "http: " or "ftp:".

1. Select text or an image as the link source, and then click **Insert --> Link** on the menu bar. The Attributes dialog appears.
2. Click the **To URL** tab.
3. Select **http:** or **ftp:**, and then enter a URL as a link destination.



4. Click the **OK** button. A link is set on the selected text or image.

Setting a link to a file other than HTML

To set a link to a non-HTML file such as an image file, a sound file, or a program file, type the destination file name on the **To File** tab in the same way as described in "Setting a link to another page." If you set a link to a program file, the program can be downloaded when the link source is clicked on a Web browser.

- To change the link destination you have specified, move the cursor onto the link source (text or an image), click **Edit --> Link --> Edit Link** on the menu bar, and then change the link destination in the Attributes dialog.
- To remove a link, move the cursor onto the link source (text or an image), and then click **Edit --> Link --> Remove Link** on the menu bar.

Setting multiple links on a single image

The preceding section described how to set a single link on a single image. You can also divide a single image into multiple areas and set links on them. An image that has multiple links is called an *image map* or a *clickable map*. This section introduces the basic process for creating an image map.

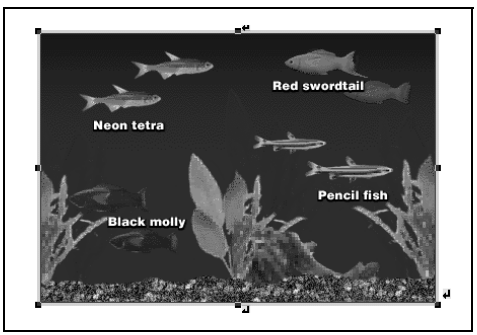
HTML

```
<IMG src= usemap= >
<MAP name= >
<AREA alt= coords= href= shape= >
```

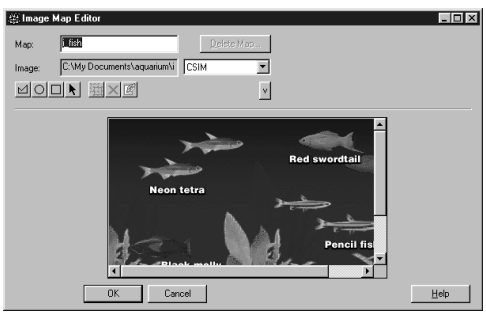

Displaying the Image Map Editor dialog

To create an image map, use the Image Map Editor dialog.

1. Select an image.



2. Click **Edit --> Image Map --> Edit** on the menu bar. The Image Map Editor dialog appears.



Setting links on multiple areas

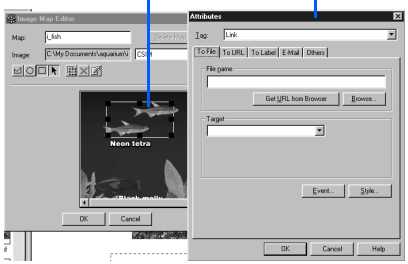
Inside the image you have selected, you can create multiple areas whose shapes are rectangular, circular, or polygonal. You can set a link on each area.

1. In the Image Map Editor dialog, click the button.

2. Drag on the image diagonally from the upper left corner of the rectangular area to the lower right corner. When you release the mouse button, the area is created. The Attributes dialog appears.

The Attributes dialog for the area

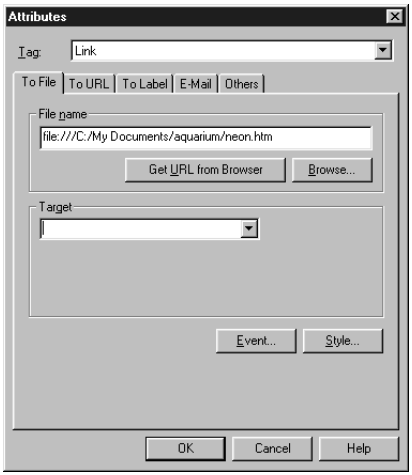
The area you have created



To create a circular area, click the button and drag on the image.

To create a polygonal area, click the button, click the image once for each angular point of the polygon, and double-click the last angular point to finish.

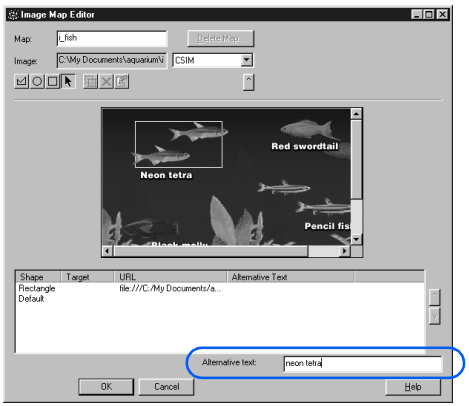
3. Specify a link destination on the Attributes dialog. (For the procedure, refer to the preceding section, "Setting a link on text or an image" on page 250.) Click the **OK** button.



An area with a link is added to the Image Map Editor dialog.

4. In the Image Map Editor dialog, click the **v** (down-arrow) button. A list of the specified areas appears.

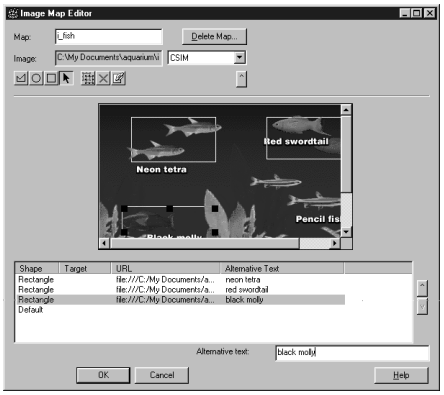
5. Enter an explanation of the area next to **Alternative text**.



Importance of alternative text

If you enter text in **Alternative text**, even visitors who use Web browsers that cannot display images will be able to jump from the area to the link destination. Therefore, you should always enter alternative text.

6. To create multiple areas with links, repeat the preceding steps.



How to change a link destination

Click an item listed in the Image Map Editor dialog, click the button, and change the link destination in the Attributes dialog.

How to remove a link

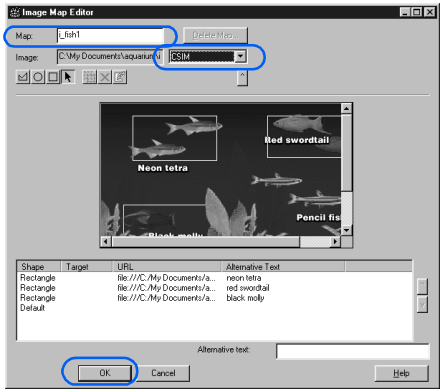
Click an item listed in the Image Map Editor dialog, and click the button. The corresponding link (area) is deleted.

Saving an image map

There are two formats for image maps: client side image map (CSIM) and server side image map (NCSA or CERN). In the following example, an image map will be saved in the CSIM format, which is easier to manage.

1. From the upper right box in the Image Map Editor dialog, select **CSIM**.

2. Confirm that a map name is specified in the **Map** box, and click the **OK** button. (You can change the map name as necessary.)



To delete all the links (areas) from an image map, click **Edit --> Image Map --> Delete** on the menu bar. An image without links will remain.

client side image map

An image map that can be processed on the client (Web browser) side. Because HTML tags for this image map are embedded directly in an HTML file, you can easily use and manage this type of image map.

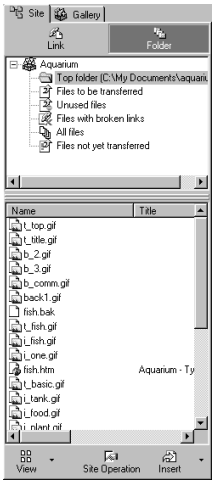
server side image map

An image map that is processed on the server (your provider's server) side. To use an image map in this format, you must create an image map file in addition to an HTML file. A server side image map can have either of two formats: NCSA and CERN; the choice between them depends on what software the server uses. Choose the format you want by selecting **NCSA** or **CERN** from the upper box in the Image Map Editor dialog.

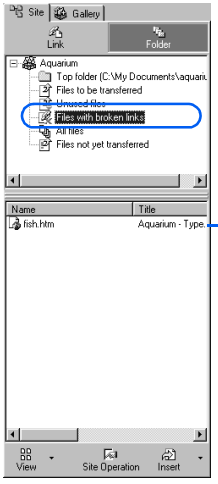
Checking the link status of a site

If you have opened a site, you can check the link status of the site by using the **Site** tab.

1. Click the Folder button on the **Site** tab.



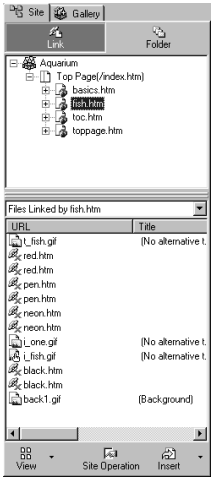
2. On the upper part of the **Site** tab, click **Files with broken links**. The lower part of the **Site** tab lists files with incorrect links among all files in the site folder. In this example, you can see that a file named fish.htm has an incorrect link or links.



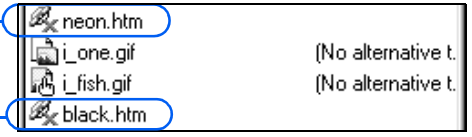
This file has an incorrect link or links.

3. Next, click the Link button.

4. On the upper part of the **Site** tab, click the file name you have previously checked (fish.htm, in this example). The lower part of the **Site** tab lists files linked from the file.



5. Find a file or files with the icon. This icon indicates an incorrect link.



These files do not exist, or the file names are incorrect.

The following icons indicate correct links.

Icon	Meaning
	A link to an HTML file.
	A link to a frame-setting page.
	A link to a label.
	A label.
	An image.
	An image map.
	A link from an image map.
	A link to a page on a Web server.
	A Java applet.
	A plug-in object.
	A link containing an e-mail address.
	A link to an FTP server.
	A link to a CGI program.
	A link to a CSS file.

Creating sophisticated pages 13

This chapter explains how to create sophisticated pages by using such techniques as frames and forms.

Before doing the tasks in this chapter

1. Start Homepage Builder.

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★★ Creating a logo 272

★ Receiving readers' responses 275

★ Inserting an access counter 276

★ Creating a form 278

★ Editing a script program 283

★★ Positioning text and images freely on your page 285

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

Splitting a page by using frames

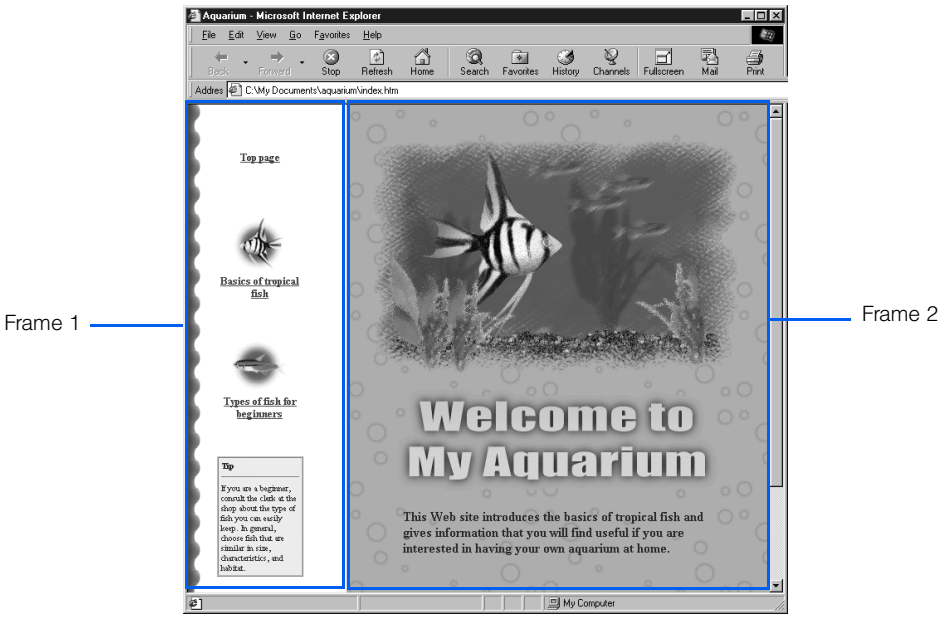
By using the frame function, you can split a Web browser window into several parts. This section explains how to split the top page of an existing site into two frames and use one of them as the table of contents.

HTML

<FRAMESET cols= rows= >
<FRAME src= name= >
<NOFRAMES>
<A href= target= >

What is a frame?

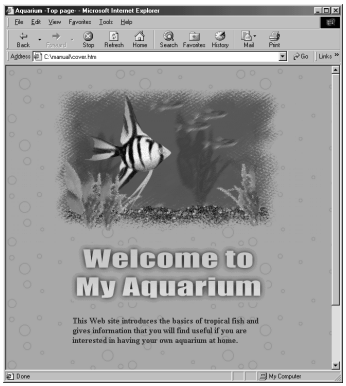
By using the frame function, you can split a Web browser window into several frames and display a different page—that is, HTML file—in each frame. See the following figure:



In this example, the top page of a Web site is split into two frames. Frame 1 contains the table of contents for this Web site. For each item listed in the table of contents, a link has been set to the page containing that item. Frame 2 contains the entry page for this Web site. If the reader clicks an item in the table of contents, the page containing that item is displayed in Frame 2.

In this example, the following three HTML files are used:

In-the-frame page 1 (toc.htm)
A page displayed in a frame is called the *in-the-frame page*. This page is displayed in Frame 1.



In-the-frame page 2 (toppage.htm)
This page is displayed in Frame 2.

```
<FRAMESET cols="20%, 80%">
<FRAME src="toc.htm">
<FRAME src="toppage.htm" name="right">
<NOFRAMES>
      :
      :
</NOFRAMES>
</FRAMESET>
```

Frame-setting page (index.htm)
A page that defines the frames is called the *frame-setting page*. This page contains a <FRAMESET> tag and <FRAME> tags.

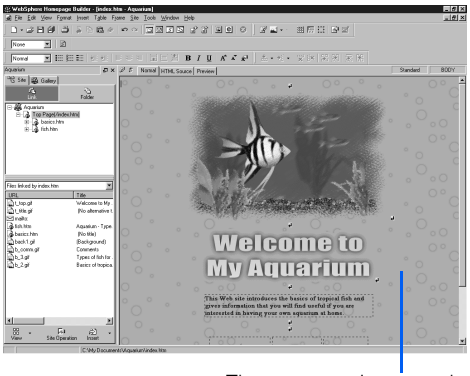
As this example shows, the frame function is realized by the pages within the frames, and a special HTML file called the frame-setting page, which contains the frame definitions.

To display the frame-using pages on a Web browser, specify the address of the frame-setting page. All the in-the-frame pages are displayed in their respective frames.

Splitting the top page

The following example shows how to split the top page of an existing site into two horizontally aligned sections. When the page is split, a frame-setting page is created.

1. Open the top page.

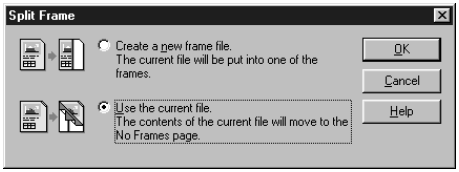


The top page is opened.

2. Click **Frame --> Split Frame --> Split Vertically** on the menu bar. The Split Frame dialog appears.

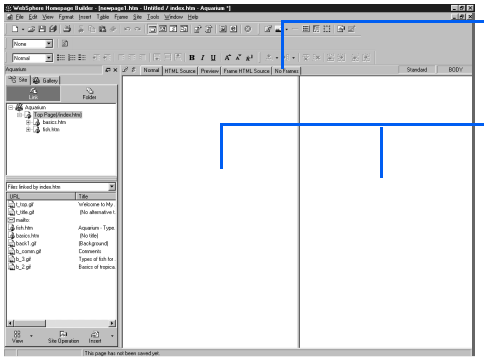
To split a page horizontally, click **Frame --> Split Frame --> Split Horizontally** on the menu bar.

3. Select how you treat the current top page. (In this example, select the **Use the current file** radio button.) Then, click the **OK** button.



If you select the **Create a new frame file** radio button, a frame-setting page having a different name from the previous top page is created.

In this example, a frame-setting page having the same file name as the previous top page is created. This is the new top page. The contents of the previous top page moves to the **No Frames** tab. The **Normal** tab shows two blank pages within the frames.

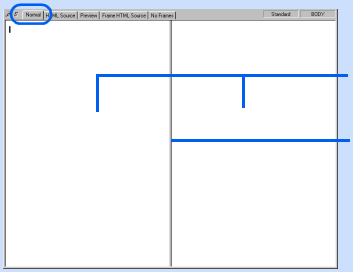


The contents of the previous top page moves to the **No Frames** tab.

Two blank *in-the-frame* pages are created.

From now on, you will be editing three HTML files. The file name and the title of the page currently selected are shown on the title bar.

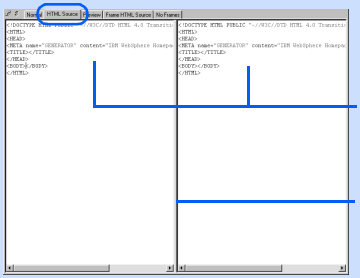
When a frame-setting page is opened, two additional tabs—the **Frame HTML Source** tab and the **No Frames** tab—appear in the window.



In-the-frame pages

Frame boundary

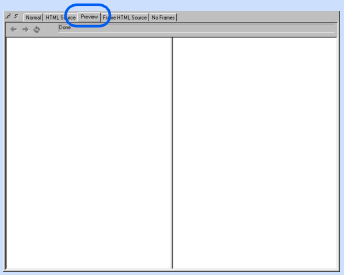
The **Normal** tab shows the pages within the frames. You can edit these pages as you edit other pages.



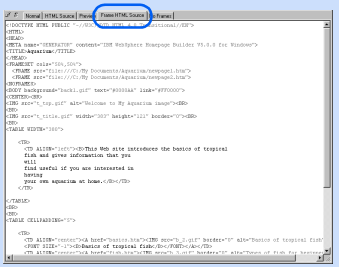
The HTML source of the pages inside the frames

Frame boundary

The **HTML Source** tab shows the HTML source of the pages within the frames. You can directly edit each source file.



The **Preview** tab shows the page preview by using the Internet Explorer function.



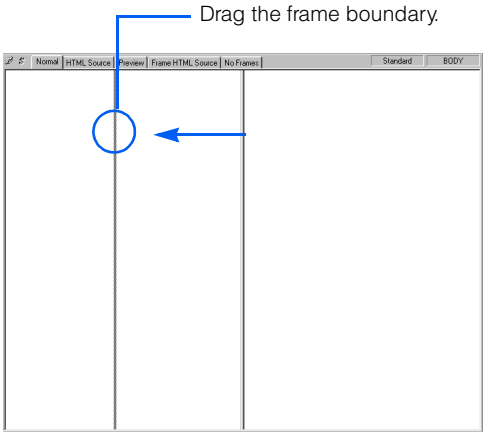
The **Frame HTML Source** tab shows the HTML source of the frame-setting page. You can directly edit the source file.

The **No Frames** tab shows the contents prepared for a Web browser that does not support frames. The contents are included in the frame-setting page, described between the <NOFRAMES> tag and the </NOFRAMES> tag.

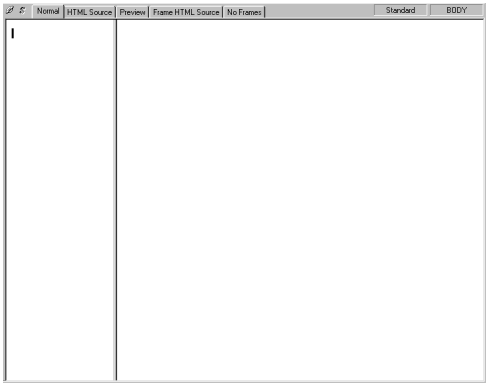
Resizing the frames

By dragging the boundary between the frames, you can easily change the size ratio of the frames.

1. Drag the frame boundary to the left.



2. Release the mouse button wherever you like. The size ratio of the frames is changed.

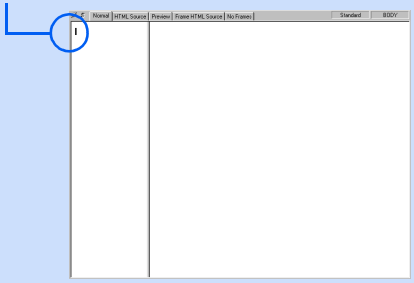


By default, the frame size is specified by the ratio (%). The actual size is then determined by the size of the Web browser window in which the frame is viewed.

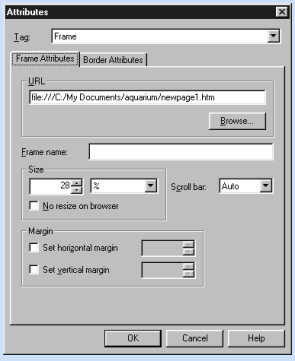
Alternatively, you can specify the frame size in pixels. Then the size of a frame is fixed regardless of the size of the Web browser window. For example, suppose you have split a Web browser window into two sections that are aligned side by side. To specify the size of the left frame in pixels and allocate the remaining area to the right frame, do the following:

1. Click the page that is in the left frame. The left frame is selected.

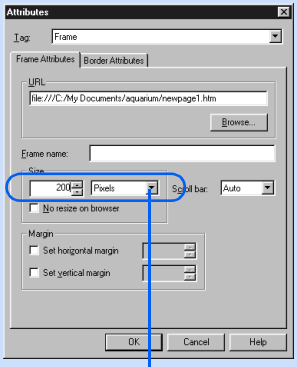
The frame in which the cursor is positioned is the selected frame.



2. Click **Frame --> Frame Attributes** on the menu bar. The Attributes dialog for the selected frame appears.

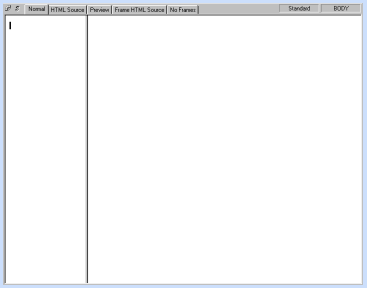


3. Select **Pixels** from the right list box in **Size**, and type a pixel value (for example, 200) in the left box.



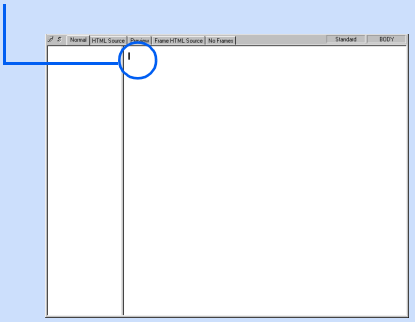
Click here, and select **Pixels**.

4. Click the **OK** button. The size of the left frame is fixed.



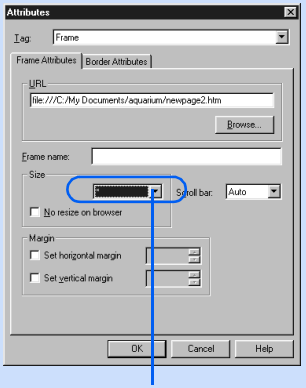
5. Click the page that is in the right frame. The right frame is selected.

The frame in which the cursor is positioned is the selected frame.



6. Click **Frame --> Frame Attributes** on the menu bar. The Attributes dialog for the selected frame appears.

7. From the **Size** box, select *.



Click here, and select *.

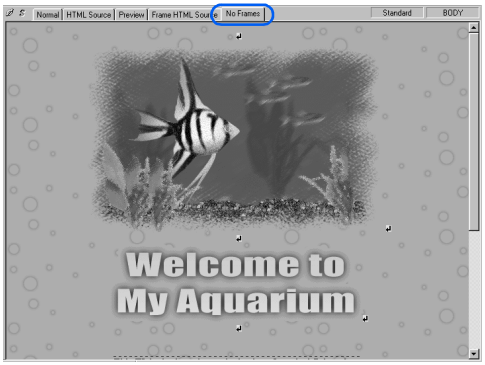
8. Click the **OK** button. The remaining area is allocated to the right frame.

Copying the page contents

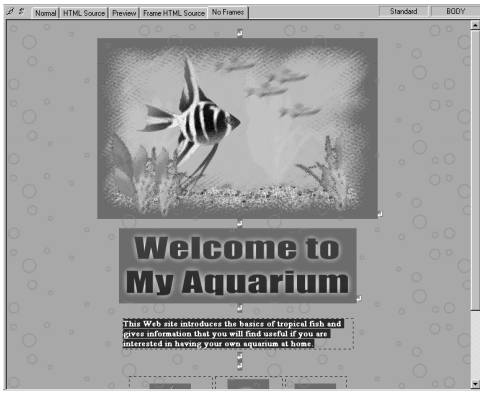
Some Web browsers do not support the frame function. If you try to view a page that uses the frame function with such a browser, the contents of the **No Frames** tab is displayed instead of the contents of the **Normal** tab.

If you want to have the same contents in both the **No Frames** tab and the **Normal** tab, use the copy function. The following example assumes that you have created frames while maintaining the file name of the existing top page. To copy the contents of the **No Frames** tab into one of the in-the-frame pages in the **Normal** tab, do the following:

1. Click the **No Frames** tab.

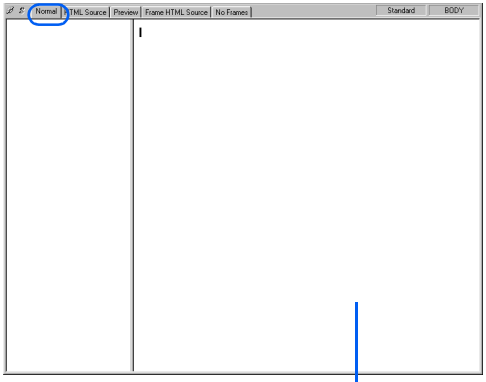


2. Click **Edit --> Select All** on the menu bar. All of the elements on the **No Frames** tab are selected.



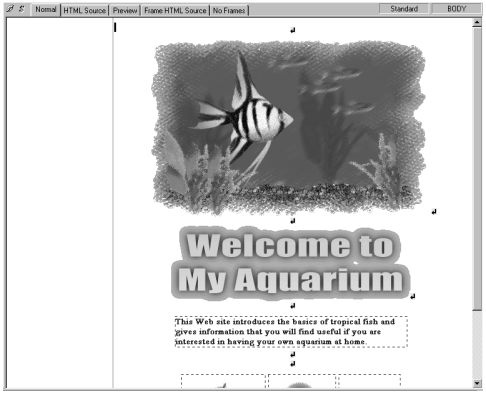
3. Click **Edit --> Copy** on the menu bar. All the elements are copied to the Clipboard.

4. Click the **Normal** tab, and then click the right frame.

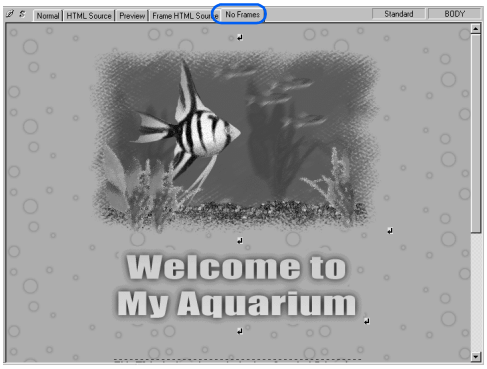


Click the right frame.

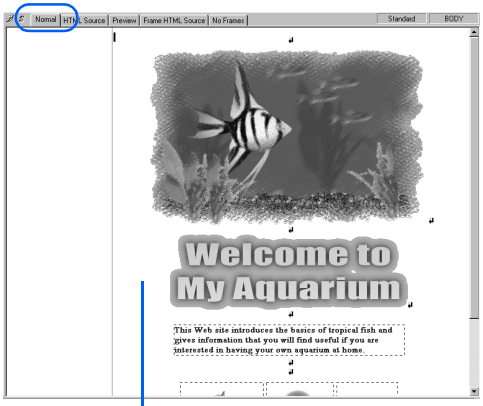
5. Click **Edit --> Paste** on the menu bar. All the elements are pasted on the page in the right frame. The background color and the text color, however, are not pasted.



6. To copy the background color and the text color, click the **No Frames** tab again, and then click **Edit --> Copy Background and Text Colors** on the menu bar. The background color and the text color, which are attributes of the <BODY> tag, are copied to the Clipboard.

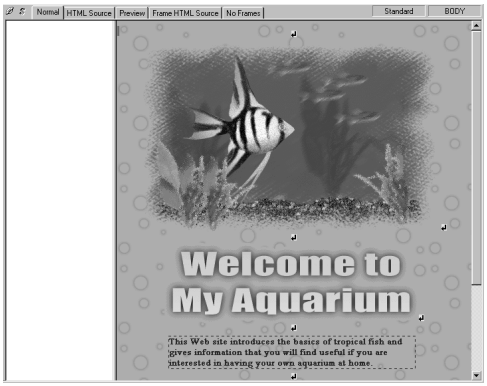


7. Click the **Normal** tab, and then click the right frame.



Click the right frame

8. Click **Edit --> Paste** on the menu bar. The background color and the text color are pasted on the page in the right frame.

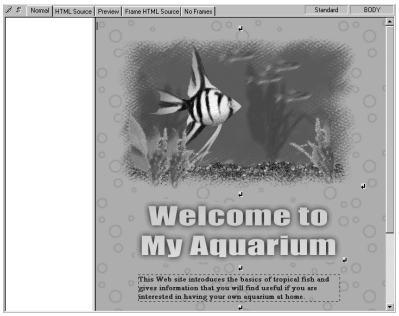


Specifying the file name and the title name for a page within a frame

A new in-the-frame page has a temporary file name, such as newpage1.htm. This section explains how to specify a permanent file name and assign a page title.

First, you are going to specify the file name and a title for the page in the right frame:

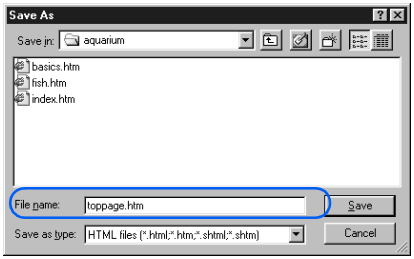
1. Click the page in the right frame. The page is selected.



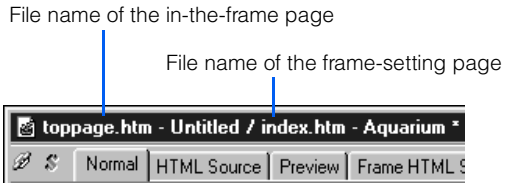
2. Click **File --> Save** on the menu bar. The Save As dialog appears. The page in the right frame is highlighted.

- When you save a page for the first time, the Save As dialog appears. When you save a page for the second time or after by clicking **File --> Save** on the menu bar, the page is saved with the given file name without the dialog being displayed.
- When the Save As dialog appears, the page currently selected is highlighted to confirm that the correct page is being saved.

3. Delete the temporary file name, and type a new one. In this example, type `toppage.htm`.



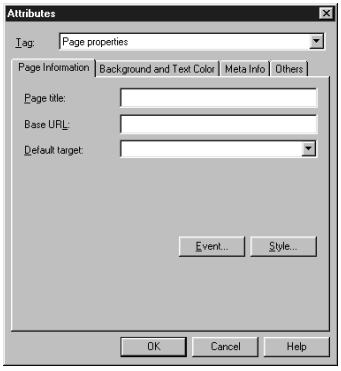
4. Click the **Save** button. The page in the right frame now has a permanent file name, top-page.htm. The file name is shown on the title bar.



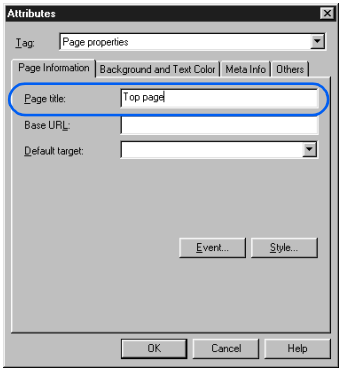
5. To give the page a title, click **Edit --> Page Properties** on the menu bar.

To specify a title for an in-the-frame page, select **Edit --> Page Properties**; to specify a title for a frame-setting page, select **Frame --> Frame-Setting Page Properties**.

The Attributes dialog for the page appears.



6. Type a page title in **Page title**. For this example, type `Top page`.

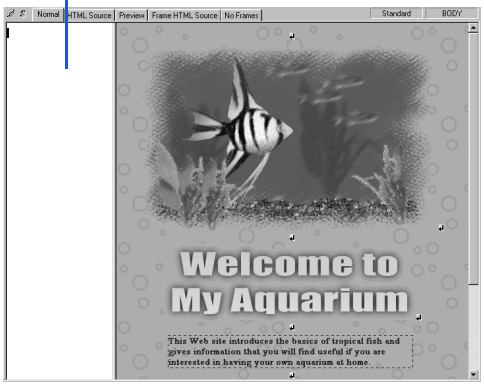


7. Click the **OK** button. The page in the right frame now has a title, "Top page."

Next you are going to specify a file name and a title for the left page:

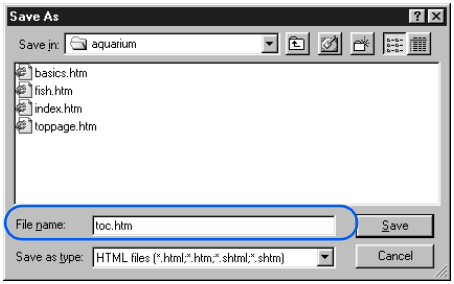
8. Click the page within the left frame. The page is selected.

Click the left frame.



9. Click **File --> Save** on the menu bar. Because the page is to be saved for the first time, the Save As dialog appears. The left page is highlighted.

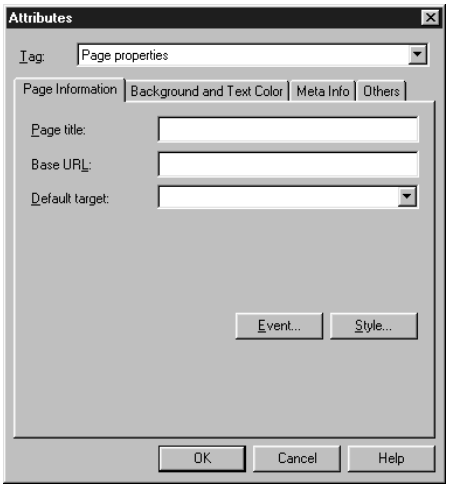
10. Type the file name. For this example, type `toc.htm` because the page you are saving will be the table of contents.



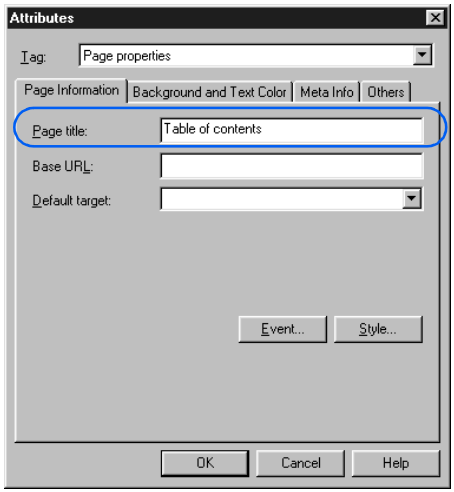
11. Click the **Save** button. The page in the left frame now has a permanent file name, toc.htm.

The file name is shown on the title bar.

12. To give a page title, click **Edit --> Page Properties** on the menu bar. The Attributes dialog for the page appears.



13. In **Page title**, type the page title. For this example, type `Table of contents`.



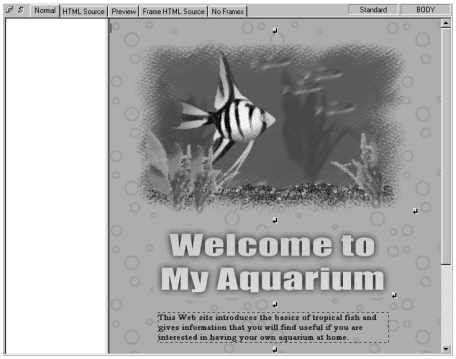
14. Click the **OK** button. The left page now has a title.

Displaying the link destination page in another frame

If you set a link on an image or text in an in-the-frame page, the link destination page, by default, replaces the one you linked from. If you use the <A> tag's *target* attribute, which indicates where the link destination page is to be displayed, you can display the link destination page in another frame.

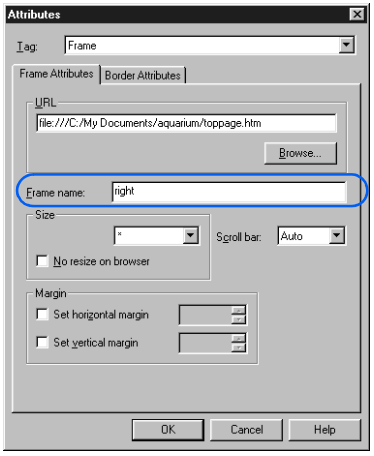
This section explains how to create a table of contents by using links, and how to display the link destination page in a different frame.

1. Click the page in the right frame. The right frame is selected.



2. Click **Frame --> Frame Attributes** on the menu bar. The Attributes dialog for the frame appears.

3. In **Frame name**, type the frame name. For this example, type `right`.

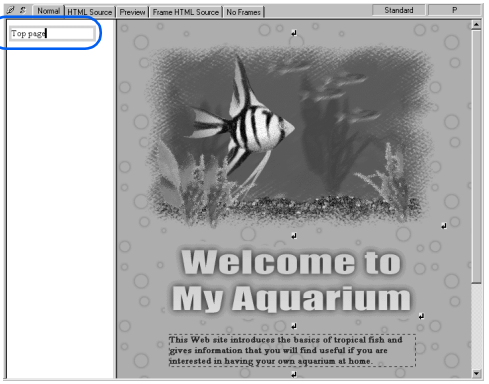


You should give a frame name that you can easily remember, as in this example, because you will use the name when you set a link.

4. Click the **OK** button. The *name* attribute of the <FRAME> tag has been set.

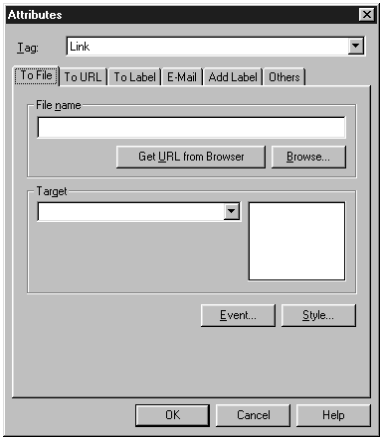
5. Click the page in the left frame. The page is selected.

6. Type the text to be used as the link source. For this example, type `Top page`.



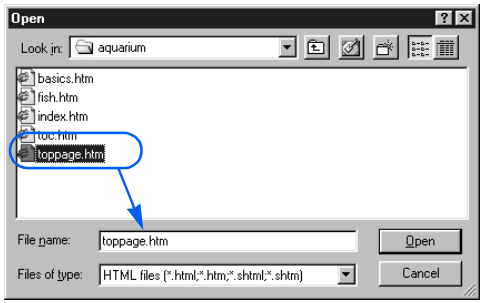
Alternatively, you can insert an image and use it as the link source.

7. Select the text "Top page," and then click **Insert --> Link** on the menu bar. The Attributes dialog appears.

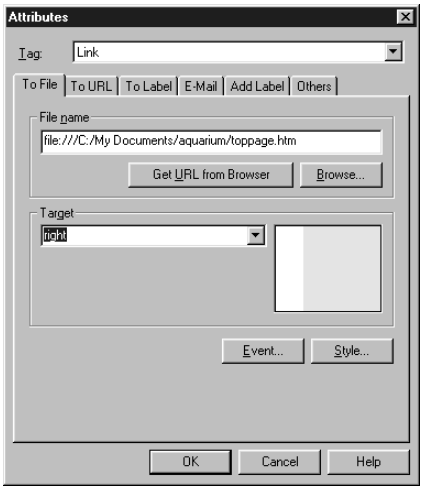


8. Click the **Browse** button. The Open dialog appears.

9. Select the link destination page. For this example, select **toppage.htm**.



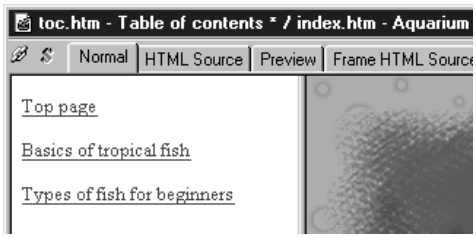
10. From **Target**, select **right**. The target (the *target* attribute of the <A> tag) has now been set.



The **Target** field offers you the following options: **New Window**, **Same Frame**, **Parent Frame**, and **Full Screen**. If you select **Full Screen**, for example, the link destination page is displayed in a Web browser window in full screen mode.

11. Click the **OK** button. A link is set on the text "Top page."

12. Repeat steps *6* through *11* to complete the table of contents.

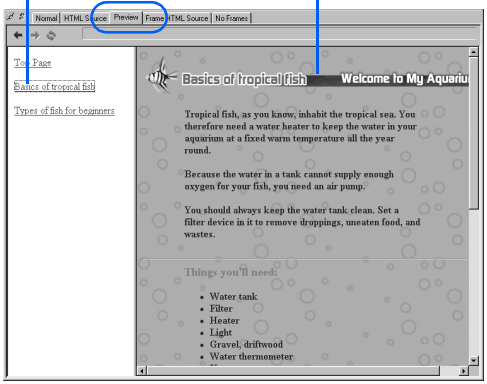


In this example, the title of each subpage is typed, and a link for each page is set.

13. Click the **Preview** tab, and check whether the link destination page is displayed in the right frame.

If you click here, …

The link destination page is displayed in this frame.



Saving all the pages related to frames

To save all the pages within the frames and the frame-setting page at the same time, do the following:

1. Click **Frame --> Save Frames** on the menu bar. The frame-setting page is saved.

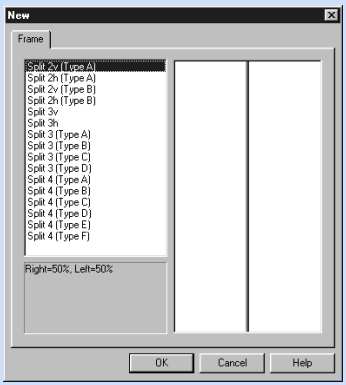
2. If an in-the-frame page has been changed, a message asking you to confirm that you want to save the page appears; click the **Yes** button. The in-the-frame page is saved. Repeat this step for each in-the-frame page you have changed.

- If a page is to be saved for the first time, the Save As dialog appears. If you have inserted material files on the page, the Save Files dialog appears.
- To save only one in-the-frame page, select that page, and then click **File --> Save** on the menu bar.

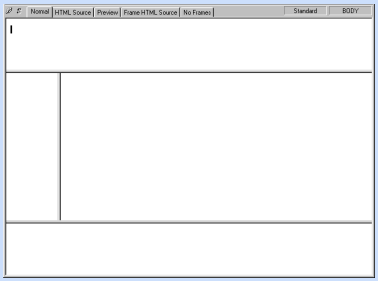
How to create a blank frame-setting page by using a template

Homepage Builder offers templates for the frame-setting page. These templates provide only the frames. To create a blank frame-setting page by using one of these templates, do the following:

1. Click **File --> Template --> New Frames from Template** on the menu bar. The New dialog appears.



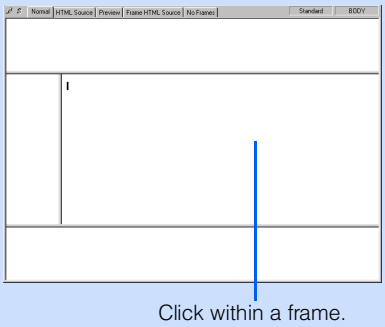
2. From the list, select the number of frames and the layout. Then click the **OK** button. A blank frame-setting page is created.



How to insert an existing page in a frame

If you want to use an existing page as an in-the-frame page, open the page in the frame as follows:

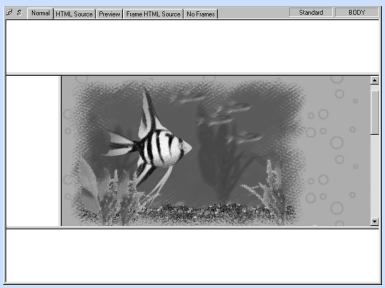
1. Click the area in a frame to select the frame.



Click within a frame.

2. Click **File --> Open in Frame** on the menu bar. The Open dialog appears.

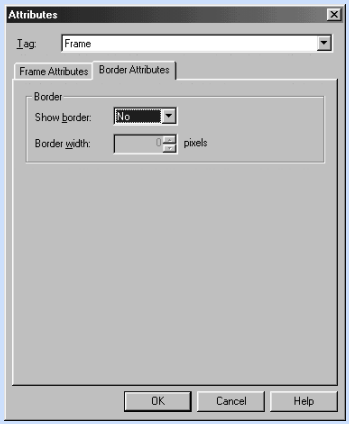
3. Select the HTML file you want to open, and then click the **Open** button. The selected file is opened in the frame.



How to hide frame boundaries

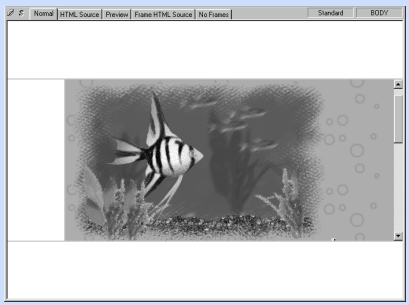
To hide the frame boundaries, do the following for each frame. If there are four frames, for example, do the same steps four times.

1. Select a frame.
2. Click **Frame --> Frame Attributes** on the menu bar. The Attributes dialog appears.
3. Click the **Border Attributes** tab.
4. For Internet Explorer, select **No** from **Show border**. For Netscape Navigator, select **Yes** from **Show border** and **0** from **Border width**.



5. Click the **OK** button.

If you do these steps for each frame in turn, all of the frame boundaries are hidden. See the following example:



Note: If you cannot hide the frame boundaries with these steps, click the **Help** button in the Attributes dialog and read the explanation there.

Creating a logo

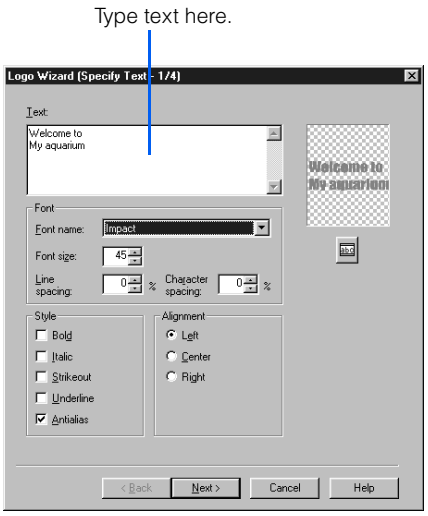
This section explains how to create a logo and use it as the heading of your page.

HTML <IMG src= >

1. Open a page, and move the cursor to the location where you want to insert a logo.

2. Click **Insert --> Logo** on the menu bar. The Logo Wizard (Specify Text - 1/4) dialog appears.

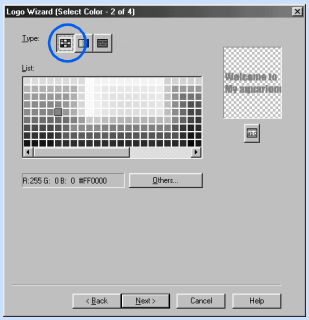
3. Type the text string to be used for the logo. Specify the font, the style, and the line alignment, if necessary. On the top-right corner of the dialog, a preview of the logo is displayed.



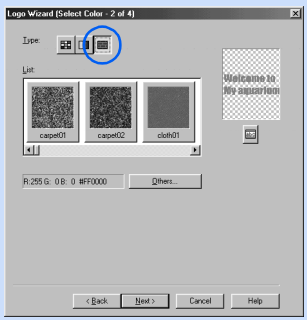
4. Click the **Next** button. The Logo Wizard (Select Color - 2/4) dialog appears.

5. Click one of the buttons in the **Type** field. In this example, select the middle button. A list of gradations is displayed in the **List** field.

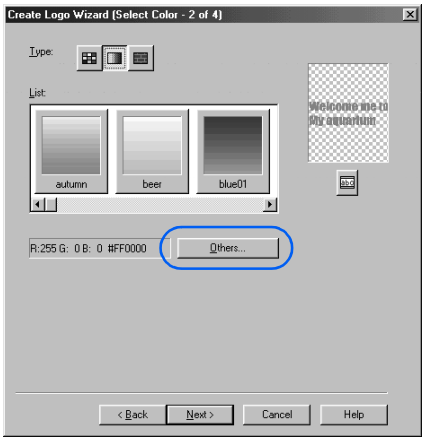
- If you click the left button, you can select a color from a list of plain colors.



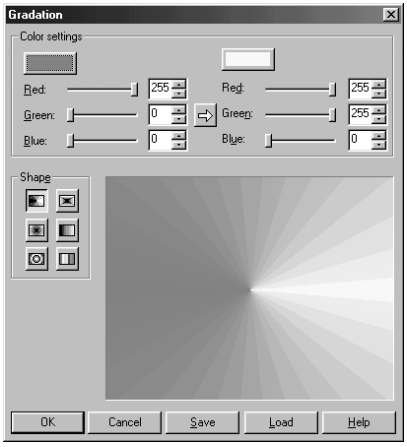
- If you click the right button, you can select a texture from a list of textures.



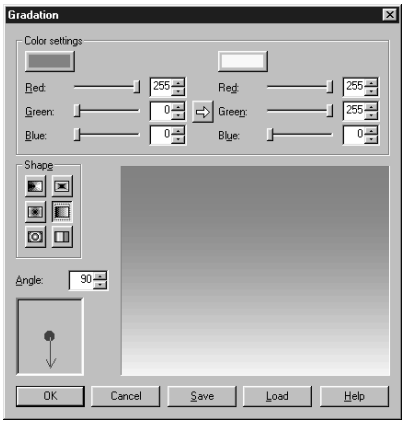
6. Select a gradation from **List**, or click the **Others** button to create your own gradation. For this example, click the **Others** button.



The Gradation dialog appears.

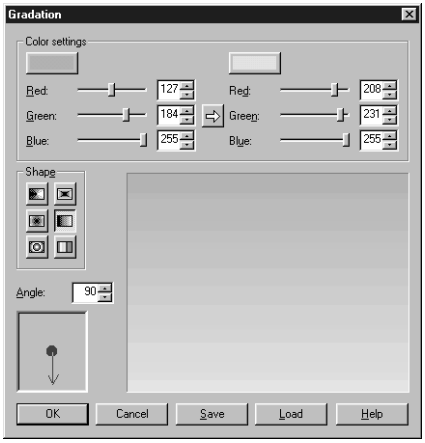


7. Click a button in **Shape**. For this example, click the middle-right button, and then type **90** in **Angle**.



8. Specify the color used in the gradation by one of the following methods:

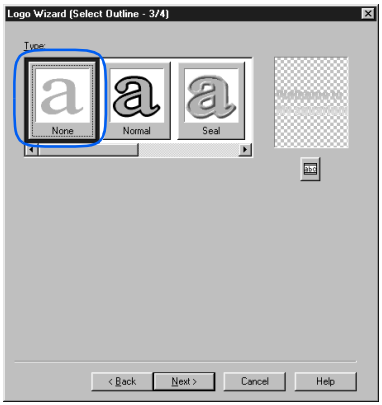
- Click the colored button in the **Color settings** group, select a color in the Color dialog, and then click the **OK** button.
- Type the values you want in the **Red**, **Green**, and **Blue** fields.



9. Click the **OK** button. The Logo Wizard (Select Color - 2/4) dialog is displayed again.

10. Click the **Next** button. The Logo Wizard (Select Outline - 3/4) dialog appears.

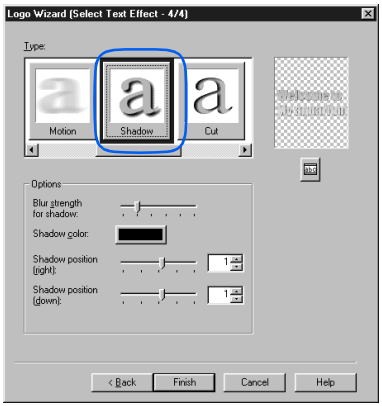
11. Select an outline from **Type**. For this example, select **None**.



If you select an outline other than **None**, options for the outline are displayed on the lower half of the dialog. You can freely change these options.

12. Click the **Next** button. The Logo Wizard (Select Text Effect - 4/4) dialog appears.

13. Select an effect from **Type**. For this example, select **Shadow**.



If you select an effect other than **None**, the options for the effect are displayed on the lower half of the dialog. You can freely change these options. In this example, the **Blur strength for shadow** is set to strong, the **Shadow color** is set to Navy, and the **Shadow position** is set to **0**.

14. Click the **Finish** button. A logo image is inserted at the cursor position.

Logo image

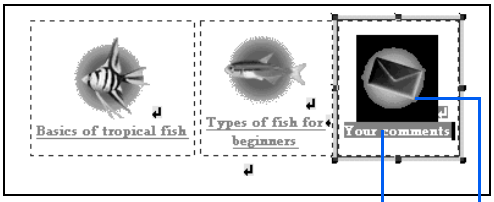
The logo you have created is a GIF-format image. The image is automatically named, for example, as logo.gif. (You can change this file name in the Save Files dialog, which is displayed when you save the page you are editing.) Immediately after a logo is created, its file name is specified by the absolute path (for example, file:///…/tmp/logo.gif), because it is saved temporarily in Homepage Builder's work folder. Once you save the page where the logo is inserted, its file name changes to the one specified by the relative path, which is based on the path of the page.

Receiving readers' responses

If you want the readers of your Web pages to be able to send in comments or requests for detailed information, embed your e-mail address in your Web page by using the link function.

HTML <A href="mailto: ">

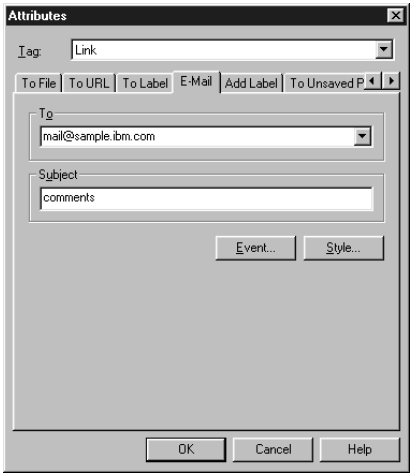
1. Select text or an image, or both, to which you want to set a link. For this example, drag the mouse to select both text and an image.



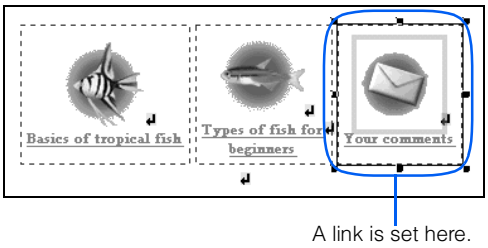
2. Click **Insert --> Link** on the menu bar. The Attributes dialog appears.

3. Click the **E-Mail** tab.

4. Type your e-mail address in the **To** box. (You can also type the subject in the **Subject** box.)



5. Click the **OK** button. Your e-mail address is embedded as the link destination.



If a reader of your Web page clicks the link source on a Web browser, his or her e-mail application starts. Your e-mail address is automatically typed in the mail address field, and the subject is automatically typed in the subject field. Then the reader can easily send an e-mail to your address.

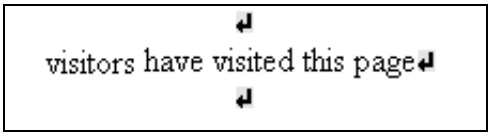
Inserting an access counter

If your provider offers a CGI program for an access counter, you can display the number of times your Web page has been visited.

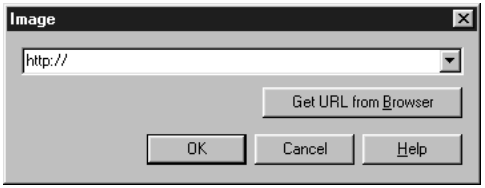
HTML <IMG src= >

1. Open the page on which you want to insert an access counter.

2. Move the cursor to the position at which you want to insert an access counter.



3. Click **Insert --> Image File --> From URL** on the menu bar. The Image dialog appears.

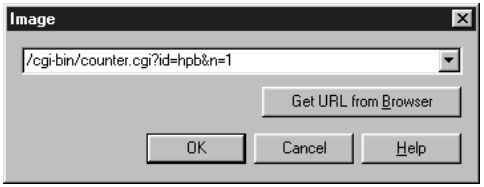


4. Read the guidelines provided by the provider, and type the text enclosed by " " in <IMG src="...">. For example, suppose that the guidelines are as follows:

   Specify <IMG src="/cgi-bin/counter.cgi?id=hpb&n=1"> in the HTML source.

   Then, type as follows:

   `/cgi-bin/counter.cgi?id=hpb&n=1`



- Homepage Builder does not offer a function to create CGI programs.
- If your provider does not offer a CGI program for an access counter, you cannot use the access counter function unless you write a CGI program of your own and send it to the server.
- If your provider offers a CGI program for an access counter, read the guidelines before doing the steps in this section. The guidelines might state, for example:

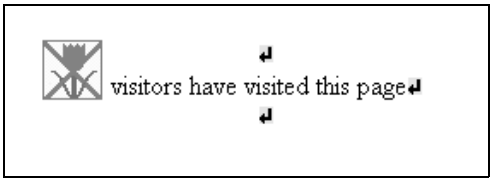
  Specify <IMG src="/cgi-bin/counter.cgi?id=hpb&n=1"> in the HTML source.

  The text enclosed in " " depends on the provider. If there is no such guideline, or if anything is unclear, ask your provider.

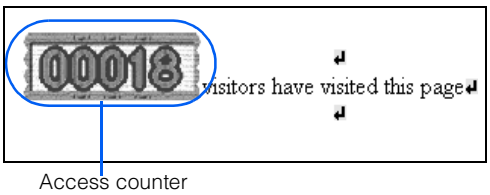
CGI program

A program written for exchanging data between a client and a server. It is generally written in Perl or the C language. A CGI program is often used when a server receives information—for example, questionnaires or orders—entered in a Web browser, and then processes it.

5. Click the **OK** button. The access counter is inserted. Because Homepage Builder cannot display an access counter, a tulip mark indicating a missing image is displayed instead.



6. After you upload your Web page that contains the access counter to the provider's server, open your page on a Web browser. You can actually view the counter, as this figure shows. (The image that contains the number is the access counter. You cannot view it until you upload your Web page to the provider's server.)



Creating a form

Forms include such things as questionnaires and order forms. Visitors to your Web site can fill in the blanks and enter responses to multiple choices within the form. This section discusses how to create a form for a questionnaire.

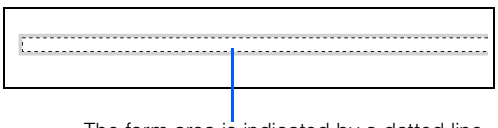
HTML

<FORM method= action= >
<INPUT type= value= name= size= >
<TEXTAREA rows= cols= name= >
<BUTTON type= name= >
<SELECT name= >
<OPTION value= selected= >
<FIELDSET>
<LEGEND>

Creating an area for your form

First, you must create an area for your form in your page.

1. Position the cursor at the location where you want to create your form.
2. Click **Insert --> Form and Input Fields --> Form** on the menu bar. An area for your form is created.



The form area is indicated by a dotted line.

Although the form area is indicated by a dotted line on the **Normal** tab of Homepage Builder, this line is not displayed on Web browsers. If you insert elements in the area by using Homepage Builder, the area expands.

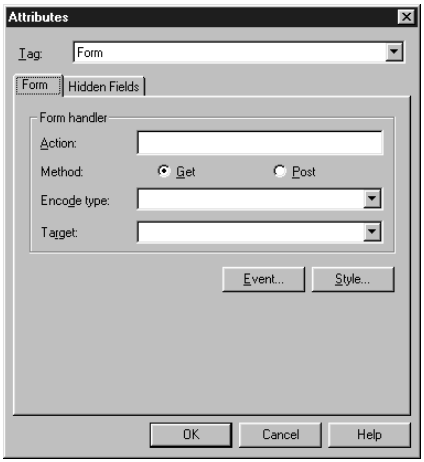
Specifying a CGI program

Before creating a form, check whether your provider offers a CGI program that processes forms. Without a CGI program, your form is useless. If your provider permits the use of forms and CGI programs, find out the name of the CGI program and the guideline on the specifications of the form attributes. (If there are no such guidelines, contact your provider.) If you follow the guideline, the questionnaire you create should work.

Because the specifications of a CGI program depend on your provider, this User's Guide does not offer a detailed description of how to specify a program.

1. Click the form area.
2. Click **Edit --> Attributes** on the menu bar. The Attributes dialog appears.

- To process the form you have created, a separate CGI program is required.
- Homepage Builder enables you to create forms, but does not offer a function to create a CGI program that processes the forms.
- If your provider does not provide a CGI program for processing forms, create a program of your own and upload it to the server. Otherwise, your form will not be processed.
- If your provider does not permit the use of forms and CGI programs, you cannot use the forms even if you create them.
- To confirm that your form operates correctly, you must upload the page containing the form to the server, and then access the page with a Web browser.



3. Type the form handler as instructed by your provider.

If you want to read a detailed description of the items in the Attributes dialog, click the **Help** button.

4. Click the **OK** button.

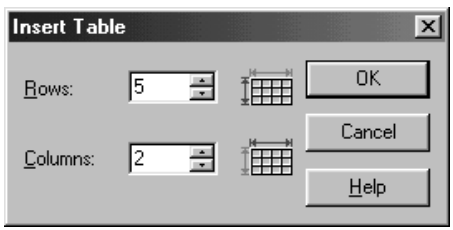
Using a table for layout

To lay out the input fields for your form, use a table. This section explains how to create a table within a form area and then hide the table frames.

1. Click the form area.

2. Click **Table --> Insert Table Body** on the menu bar. The Insert Table dialog appears.

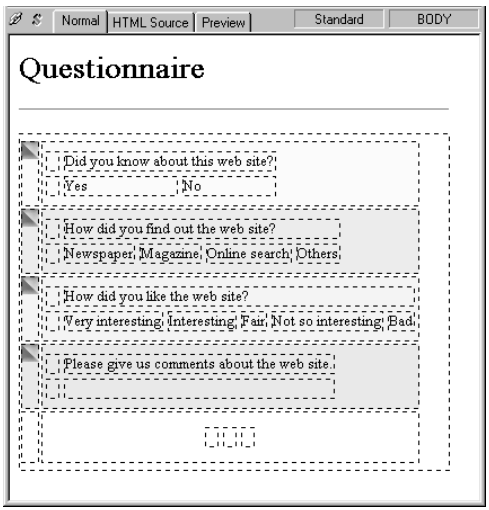
3. Type the number of rows and columns.



4. Click the **OK** button. A table is created in the form area.

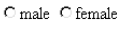
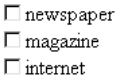
5. Click the right mouse button on the table, and then click **Hide Table Frame** on the menu bar. The table frames are hidden.

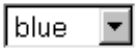
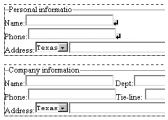
6. Insert text and images, or add another table to complete the form except for the input fields.



Inserting input fields

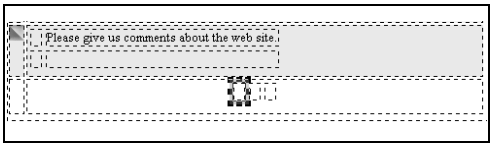
The following table lists and describes the types of input field that you can use. The rightmost column (**Insertion method**) describes how to insert each input field.

Type of input field	Explanation	Example	Insertion method
Submit button	After entering information, a visitor can click this button to upload it to the CGI program on your provider's server.		Click **Insert --> Form and Input Fields --> Push Button --> Submit Button** on the menu bar.
Reset button	A visitor can click this button to restore the values in all the input fields to their initial values.		Click **Insert --> Form and Input Fields --> Push Button --> Reset Button** on the menu bar.
Image button	This is a button with an image.		Click **Insert --> Form and Input Fields --> Push Button --> Image Button** on the menu bar.
General button	This type of button is used for general purposes.		Click **Insert --> Form and Input Fields --> Push Button --> General Button** on the menu bar.
Extended button	This type of button is generated as a result of conversion from the selected area.		Click **Insert --> Form and Input Fields --> Push Button --> Extended Button** on the menu bar.
Radio button	A visitor can choose any one radio button from a group of related buttons.		Click **Insert --> Form and Input Fields --> Radio Button** on the menu bar.
Check box	A visitor can click one or more check boxes to select them.		Click **Insert --> Form and Input Fields --> Check Box** on the menu bar.
Text area	A visitor can type multiple lines of text in this area.		Click **Insert --> Form and Input Fields --> Text Area** on the menu bar.
Text field	A visitor can type one line of text in this field.		Click **Insert --> Form and Input Fields --> Text Field** on the menu bar.
List box	A visitor can select one of multiple choices.		Click **Insert --> Form and Input Fields --> List Box** on the menu bar.

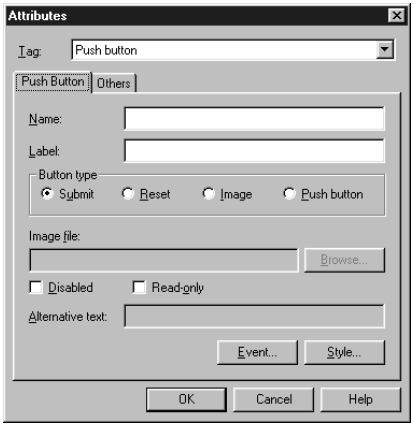
Type of input field	Explanation	Example	Insertion method
Option menu	A visitor can select one of multiple choices.		Click **Insert --> Form and Input Fields --> Option Menu** on the menu bar.
Group box	A group box groups several input fields under one name.		Click **Insert --> Form and Input Fields --> Group Box** on the menu bar.

To insert a submit button, do the following:

1. Move the cursor to the position where you want to insert an input field.



2. Click **Insert --> Form and Input Fields --> Push Button --> Submit Button** on the menu bar. The Attributes dialog appears.

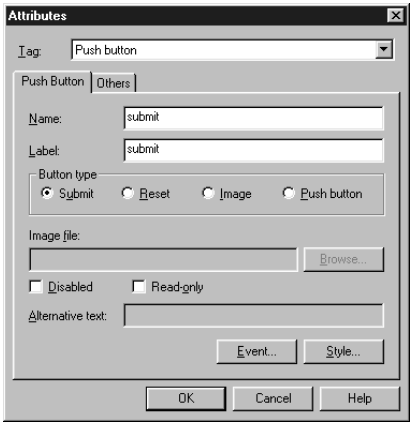


If the Attributes dialog does not appear, click **Tools --> Options** on the menu bar to open the Options dialog. Then click the **General** tab and select the **Open the Attributes dialog after form parts are inserted** check box.

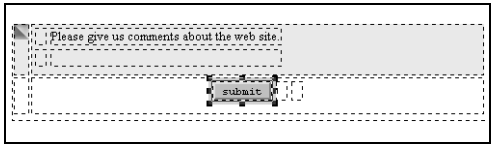
3. In the **Name** field, type the name of the input field.

The name you type in the **Name** field is used by the CGI program as an identification code. If you are using a CGI program offered by your provider and the name is predefined, type that name.

4. In the **Label** field, type `Submit`.

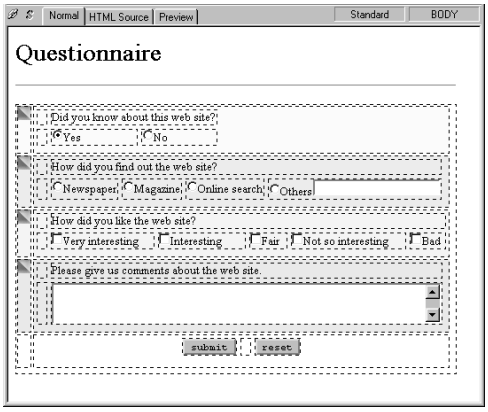


5. Click the **OK** button to insert a submit button.

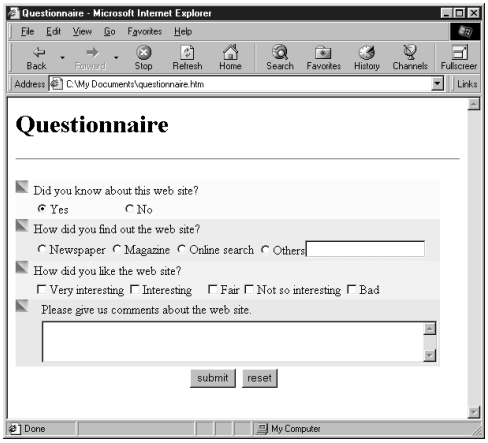


To change the attributes of an input field after it has been inserted, move the cursor onto the field, and then click **Edit --> Attributes** on the menu bar.

Insert other input fields in your form. The steps you follow are mostly the same as those for inserting a submit button. By combining several types of input fields, you can create a questionnaire like this:



On a Web browser, the form looks like this:



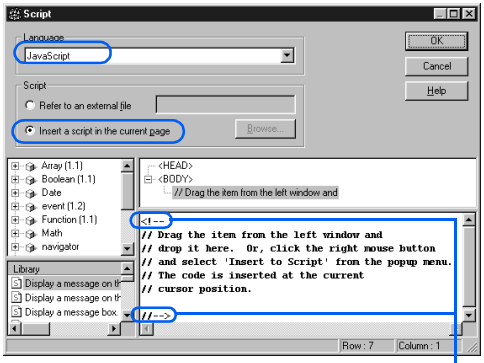
Editing a script program

This section describes how to edit a script program and insert it into your page. A JavaScript program is used as an example.

HTML <SCRIPT language="JavaScript">

1. On the page you are editing, move the cursor to the position at which you want to insert a script program.

2. Click **Insert --> Others --> Script** on the menu bar. The Script dialog appears. This dialog offers you an editor for JavaScript or VBScript programs.



You will write a script program between these tags.

3. From **Language**, select a script language. For this example, select **JavaScript**.

4. Confirm that **Insert a script in the current page** is selected.

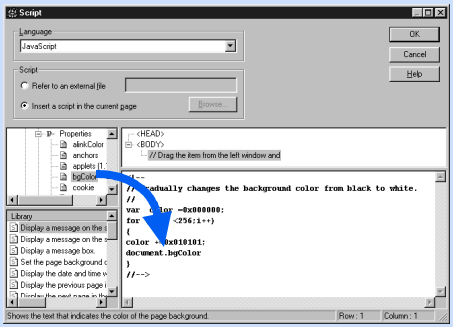
5. Write a script program between <!-- and //-->. The following sample script gradually changes the page background color from black to white:

```
<!--
// Gradually changes the background
// color from black to white.
//
var color = 0x000000;
for (i=0; i<256; i++)
{
  color += 0x010101;
  document.bgColor = color;
}
//-->
```

- This sample script will not operate properly on all Web browsers.
- If a background image has been specified in your page, you cannot see the effect of this program. Delete the background specification (the *background* attribute of the <BODY> tag), and then try again.

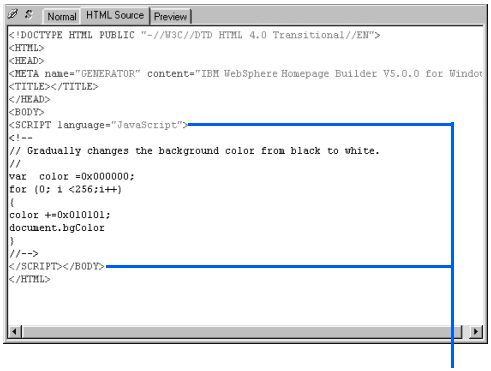
The left side of the Script dialog contains objects and libraries that you can use in your script program. (For details, click the **Help** button and read the help information.)

For example, when you write the script program described in step 5, you can use the object list to insert the object document.bgColor into your program. From the object list, which is located at top-left in the dialog, click the **document** object in the **Window** object, and then drag the **bgColor** property to the editing area (or click the right mouse button on the **bgColor** property and then select **Insert to Script** from the pop-up menu). The object document.bgColor is then inserted into the cursor position of the editing area.



6. Click the **OK** button to close the Script dialog and return to the page you have been editing. The mark is displayed to indicate that a script program is in this position.

7. Click the **HTML Source** tab, and check the HTML source. The JavaScript program is displayed in the body part of your page, between the <BODY> tag and the </BODY> tag.



The JavaScript program is written between these tags.

8. Click the **Preview** tab to see how the program works. You can see that the page background color gradually changes from black to white.

The meaning of <!-- and //-->

In HTML, you must enclose a JavaScript program by <!-- and //-->, and a VBScript program by <!-- and '-->. Then a Web browser that supports scripts will interpret it as such, and a Web browser that does not support scripts will interpret it as comments.

How to insert a script in the header part

1. Click **Edit --> Page Properties** on the menu bar.
2. Click the **Others** tab.
3. Click the **Edit Script** button. The Script dialog appears.
4. Write a script program, and then click the **OK** button. The script program is inserted between the <HEAD> tag and the </HEAD> tag.

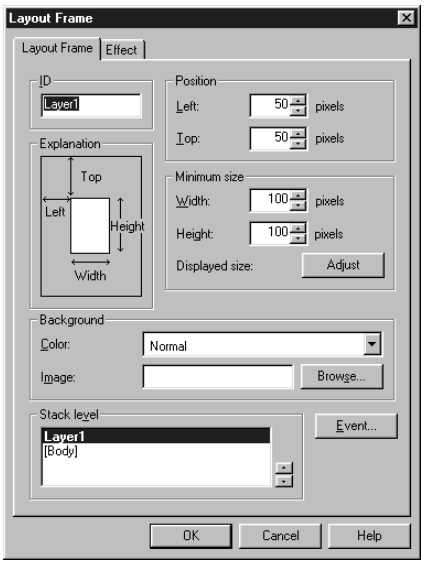
Positioning text and images freely on your page

To position text and images freely on your page, you create an area called the *layout frame*, position the frame at any place you like, and then insert text or images in it.

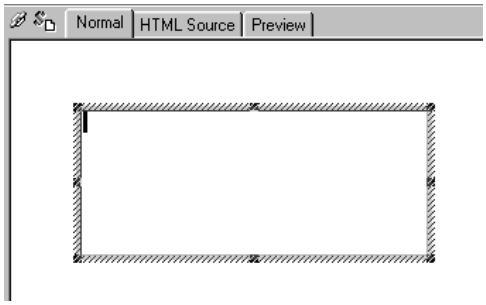
HTML <DIV style= id= >

1. Click **Insert --> Layout Frame** on the menu bar. The Layout Frame dialog appears.

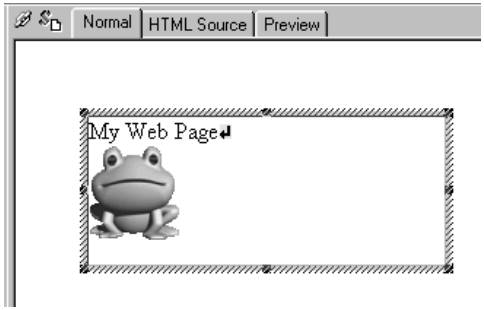
2. Specify the position of the top-left corner of the layout frame in the **Position** group, and specify the size of the frame in the **Minimum size** group.



3. Click the **OK** button. A layout frame is created on the page you are editing.



4. Insert any elements, such as text, images, or tables, in the layout frame.



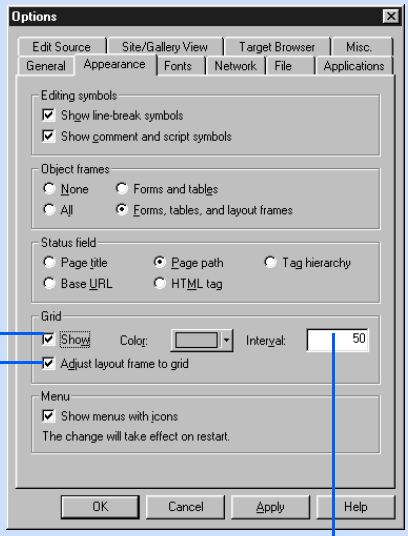
Layout frames use the technology of style sheets; therefore, only Netscape Navigator 4.0 or later and Internet Explorer 4.0 or later can display layout frames.

Homepage Builder offers several templates that use layout frames (for example, "Style Sheet - Nature conservation" and "Style Sheet - Mobile phone" in the single-page templates). For information on how to use a single-page template, see Chapter 6.

How to move a layout frame by using the grid

To move the layout frame you have created, use the grid.

1. Click **Tools --> Options** on the menu bar. The Options dialog appears.
2. Click the **Appearance** tab.
3. In the **Grid** group, select the **Show** check box, and then confirm that the **Adjust layout frame to grid** check box is selected.

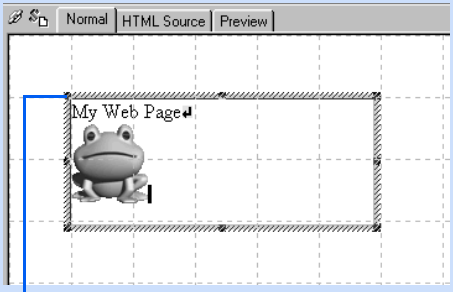


Click here to select this check box.

Confirm that this check box is selected.

Change the interval of the grid, if necessary.

4. Click the **OK** button. A grid appears on the page.
5. To move a layout frame, place the mouse pointer near the boundary of the layout frame. When the shape of the mouse pointer turns into a cross, drag the mouse to the place where you want to move the layout frame. The layout frame moves as you drag the mouse, but the top-left corner of the frame always snaps to the grid. When you have the layout frame at the position you want, release the mouse button.



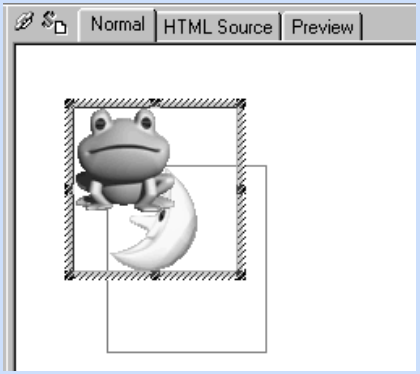
The top-left corner of the layout frame always snaps to the grid.

6. To hide the grid, click **Tools --> Options** on the menu bar, click the **Appearance** tab, and then clear the **Show** check box in the **Grid** group.

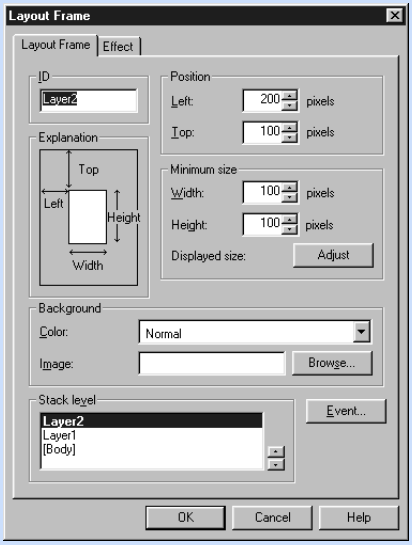
How to change the stack level of layout frames

If you have created two or more layout frames on your page, which are stacked, you can specify the relatives of the frames in the stack. For example, if one layout frame is hidden under another, you can make the hidden frame the top frame in the stack.

1. Select one of the layout frames on your page.



2. Click **Edit --> Attributes** on the menu bar. The Layout Frame dialog appears.

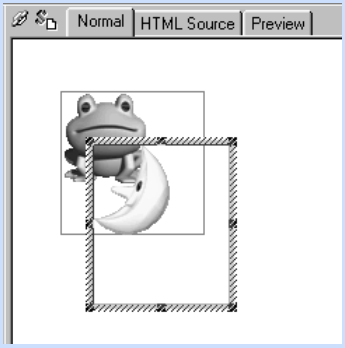


3. From the **Stack level** field, select the ID of the layout frame whose stack level you want to change.

- The **Stack level** field lists the IDs of all the layout frames on the page.
- The ID of the layout frame currently selected is shown in bold.
- The layout frames are assigned IDs of Layer1, Layer2, Layer3, and so on, in the order in which they are created.
- The first ID in the list is placed at the top of the stack. If you create another layout frame, its ID becomes the first ID in the list.

4. To change the stack level of the selected ID, click the up-arrow button or the down-arrow button in the **Stack level** field.

5. Click the **OK** button. The stack level is changed.



Creating pages with motion

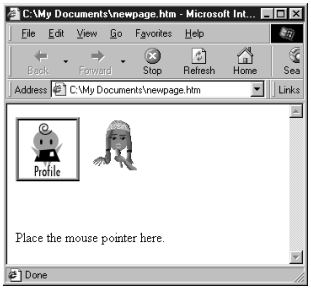
14

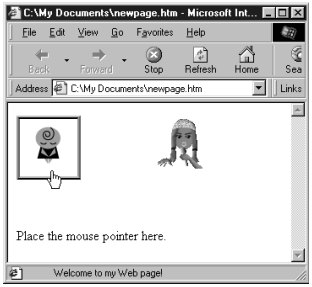
This chapter describes how to create lively Web pages by using such advanced techniques as dynamic HTML, the rollover effect, and events.

You can also use animated GIF images to make animated Web pages; see Chapter 18.

Before doing the tasks in this chapter

1. Start Homepage Builder.
2. Open the page you want to edit.





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Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

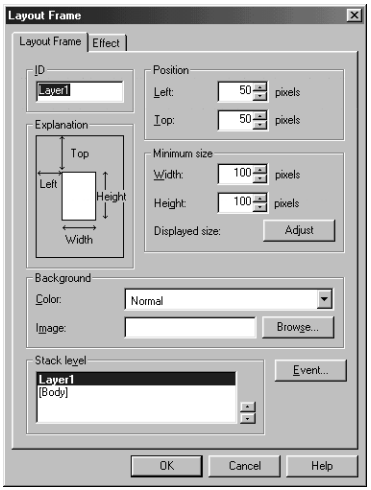
Using dynamic HTML

Dynamic HTML enables you to animate a Web page by using only the HTML file; you do not need to prepare a separate animated GIF file or write a program in another file. To use dynamic HTML, you first create a rectangular area called a *layout frame* on your page, apply an effect (movement) to that layout frame, and insert text or images into it. Then the frame itself, and the text or images inside it, move as defined by the effect.

Creating a layout frame

First, create a layout frame at any position you like on your page. You can create more than one layout frame on a single page.

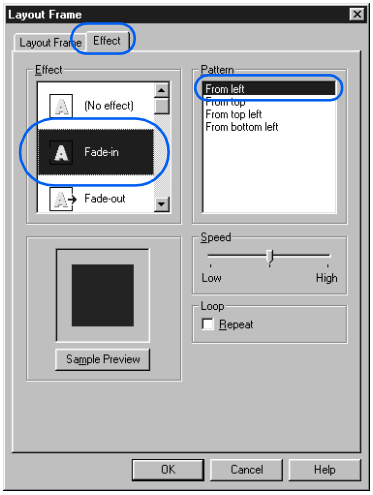
1. Click **Insert --> Layout Frame** on the menu bar. The Layout Frame dialog appears.



On the **Layout Frame** tab of the Layout Frame dialog, you can specify the position, the size, the background, and the stack level of a layout frame.

2. Click the **Effect** tab.

3. Select the effect you want to apply to the layout frame from **Effect**, and then select the direction of movement from **Pattern**. For this example, select **Fade-in** and **From left**, respectively.



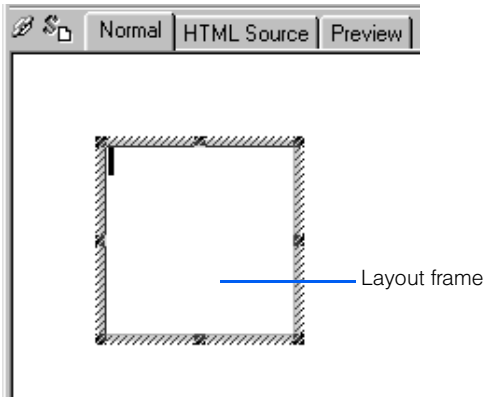
- Only Netscape Navigator 4.0 or later and Microsoft Internet Explorer 4.0 or later support dynamic HTML. Before deciding whether to use dynamic HTML, consider the purpose of your Web pages and the type of visitors to your Web site.
- Dynamic HTML is not a certain type of HTML tag. It is a technology that uses JavaScript, style sheets, and events.

layout frame

An area to which you can apply a dynamic HTML effect. You can position a layout frame wherever you like within a page. The layout frames use the technology of style sheets. Some Web browsers refer to layout frames as *layers*.

- To preview the movement of the selected effect, click the **Sample Preview** button.
- To make a movement repeat continuously, select the **Repeat** check box.
- To change the speed of movement, drag the **Speed** slider bar.

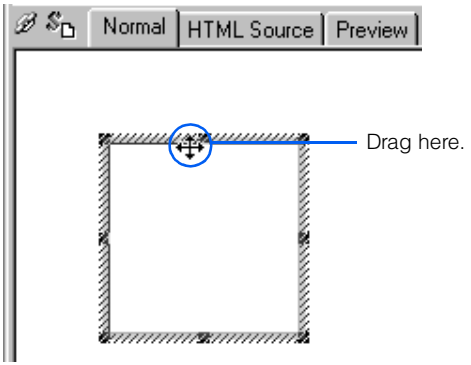
4. Click the **OK** button. The Layout Frame dialog closes, and a layout frame is inserted on the page.



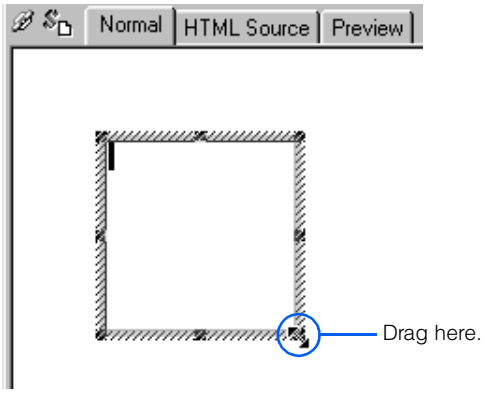
Changing the position and the size of a layout frame

To move or resize a layout frame by using the mouse, do the following:

1. To move a layout frame, move the mouse pointer near the boundary of the layout frame until the shape of the pointer turns into a cross. Then drag the mouse to the point where you want to move the layout frame.



2. To change the size of the layout frame, drag one of the small black square knobs shown on the frame.



Inserting text and images in a layout frame

You can insert elements such as text, images, and tables in a layout frame. The following example describes how to insert an animation (an animated GIF file) into a layout frame.

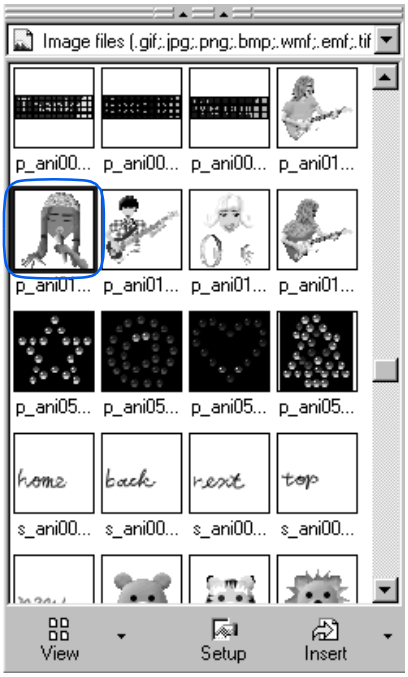
1. Click a layout frame.

2. On the upper part of the **Gallery** tab, click **Animation** under **Image**.

effect

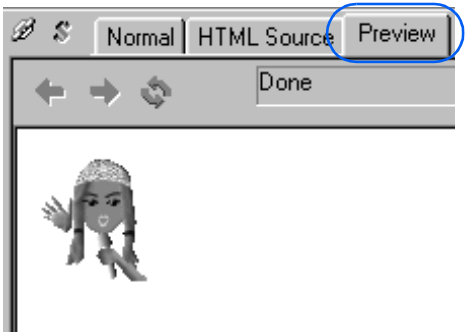
The movement of a layout frame. You can select one of the following effects: Fade-in, Fade-out, Scroll, Wipe (appear), Credit, Jump, Vibration, Rotation, Bounce, Float, and Standstill. These effects use the technology of JavaScript.

3. On the lower part of the **Gallery** tab, select an animated GIF file.



4. Click the **Insert** button. The selected animation is inserted into the layout frame.

5. To preview the movement, click the **Preview** tab.

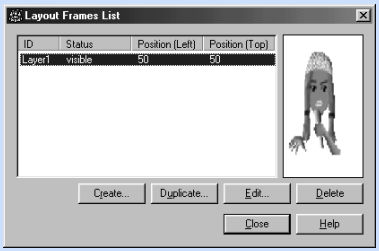


How to manipulate layout frames

You can create more than one layout frame on a page. To copy, edit, or delete a layout frame, use the Layout Frame List dialog. You can also create a layout frame in this dialog.

1. Click **View --> Layout Frame List** on the menu bar. The Layout Frame List dialog appears.

2. Select the ID of a layout frame. A preview of that layout frame appears on the right side of the dialog. The corresponding layout frame is selected on the page being edited.



3. Edit the layout frame directly on the page. Or, click one of the following buttons:

- **Create:** Creates a new layout frame, regardless of the selected layout frame.
- **Duplicate:** Makes a duplicate copy of the selected layout frame and its contents, except for any effect that has been applied to it.
- **Edit:** Displays the Layout Frame dialog for the selected layout frame, enabling you to edit the attributes and the effect of the frame.
- **Delete:** Deletes the selected layout frame. (If you delete all the layout frames on the page, all the JavaScript programs are deleted from the page.)
- **Close:** Closes this dialog.

Creating a rollover image

On some Web pages you have browsed, you have probably seen an image that is replaced with another if you place your mouse pointer over it, and returns to the original if you move the mouse pointer away. Such an effect is called the *rollover effect*, and an image to which the rollover effect has been applied is called a *rollover image*.

A rollover image is made up of two images: the original image and an image that replaces the original one when the mouse pointer passes over it. You can prepare the two images in either of the following ways:

- Prepare only one image, and create the second one by applying a special effect to the first image.
- Prepare two images in advance.

This section explains how to create a rollover image using each of these methods.

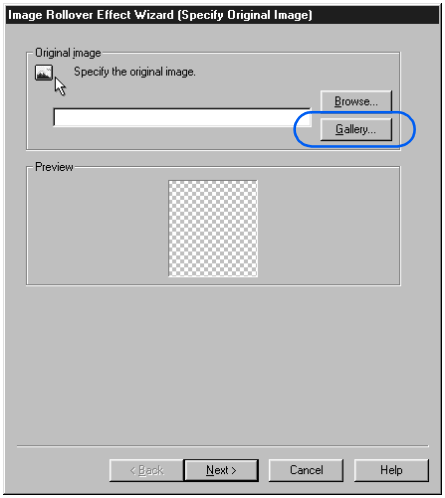
HTML <SCRIPT language="JavaScript">
<A href= onmouseover= onmouseout= id= >
<IMG src= border= name= >

Creating the second image from the first one

The following steps explain how to create a second image from an original image by applying a special effect, combine the two images to create a rollover image, and then insert the rollover image into your page.

1. Click **Insert --> Rollover Image** on the menu bar. The Image Rollover Effect Wizard (Specify Original Image) dialog appears.

If you select an image on your page before selecting the menu, the path and the preview of the selected image appear in the dialog.



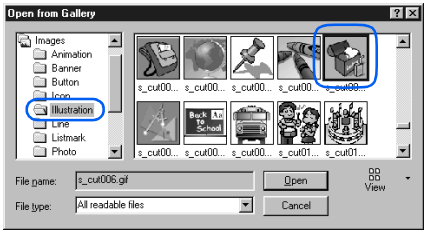
2. Click the **Gallery** button. The Open from Gallery dialog appears.

How the rollover effect is achieved

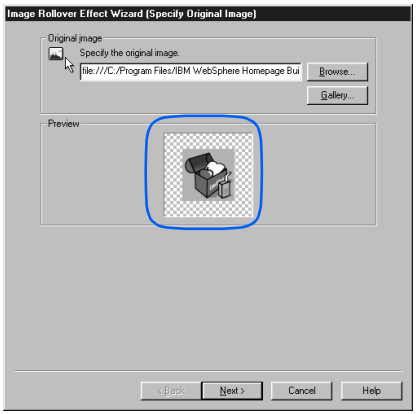
The rollover effect is achieved by the two image files and a JavaScript program that controls them. If you view a rollover image on a Web browser, the image specified by **Original image** is displayed at first. If you place the mouse pointer over the image, it is instantly replaced by the one specified by **Replacement image**. If you move the mouse pointer out of the image, the original image returns. A JavaScript program controls this switching of images.

Only Internet Explorer 4.0 or later and Netscape Navigator 4.0 or later support the rollover effect.

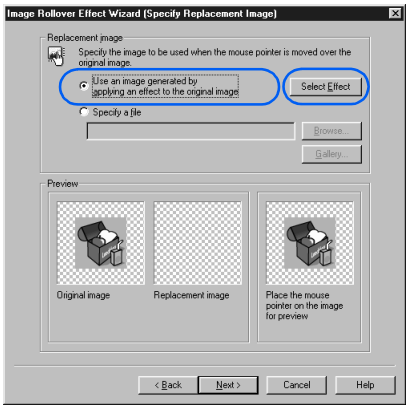
3. Select which image to use as the original image. For this example, select **s_cut006.gif** under **Illustration**.



4. Click the **Open** button. The selected image appears in the **Preview** field.



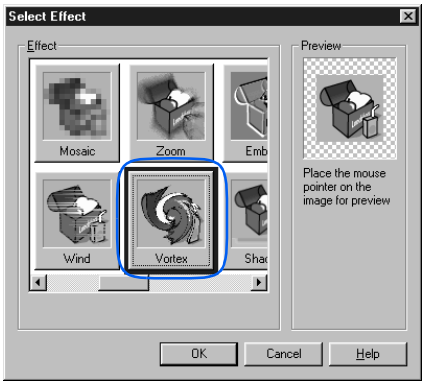
5. Click the **Next** button. The Image Rollover Effect Wizard (Specify Replacement Image) dialog appears:



6. Select the **Use an image generated by applying an effect to the original image** radio button, and then click the **Select Effect** button. The Select Effect dialog appears.

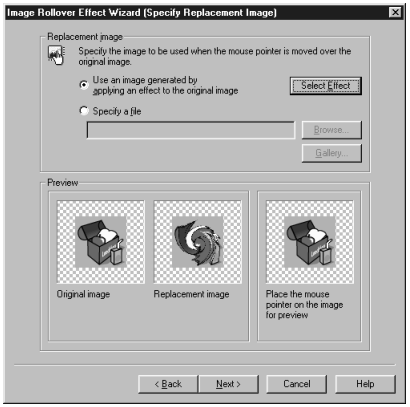
The file formats of images on which you can apply a special effect are JPEG and GIF (except for animated GIFs).

7. To generate the second image, select a special effect you want to apply to the original image. For this example, select **Vortex:**

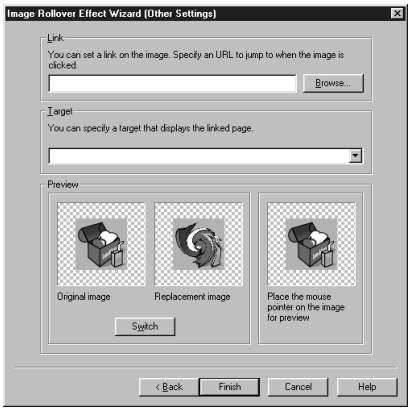


If you place the mouse pointer on the image displayed in the **Preview** field, the image is replaced by a new image generated from the original image by applying the Vortex effect.

8. Click the **OK** button. In the Image Rollover Effect Wizard (Specify Replacement Image) dialog, the middle box in the **Preview** field shows the image generated from the original image by applying the Vortex effect to the original one. You can also preview the rollover effect in the box on the right.

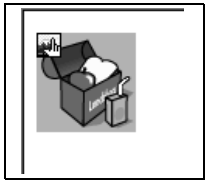


9. Click the **Next** button. The Image Rollover Effect Wizard (Other Settings) dialog appears.



- If you want to set a link on the rollover image, type the URL of the link destination in the **Link** field. If you want to specify the target window where you want to display the link destination page, select the target from the **Target** drop-down list.
- If you want to reverse the roles of the two images, click the **Switch** button. The image in the left box and the image in the middle box in the **Preview** field trade places.

10. Click the **Finish** button. The rollover image is inserted into the page you are editing.



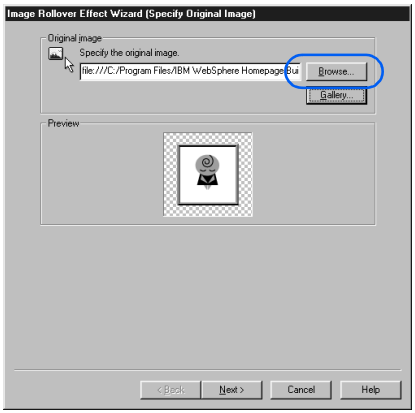
11. Click the **Preview** tab, and confirm that the rollover effect operates correctly.

Using two images you have prepared

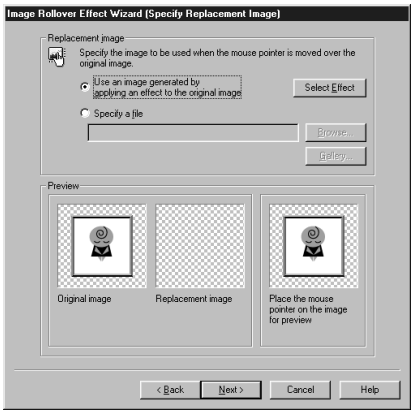
The following steps describe how to create a rollover image from two images you have prepared.

1. Click **Insert --> Rollover Image** on the menu bar. The Image Rollover Effect Wizard (Specify Original Image) dialog appears.

2. Click the **Browse** button, and then select the image you want to display first. The **Preview** field shows the selected image.

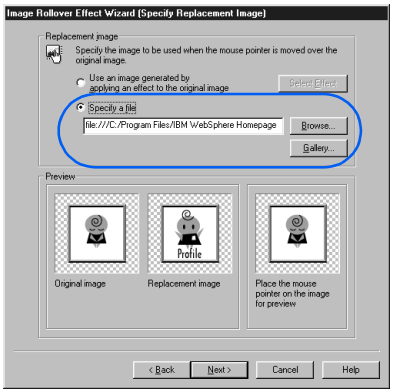


3. Click the **Next** button. The Image Rollover Effect Wizard (Specify Replacement Image) dialog appears.

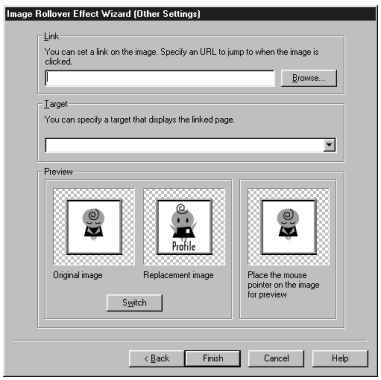


4. Select the **Specify a file** radio button.

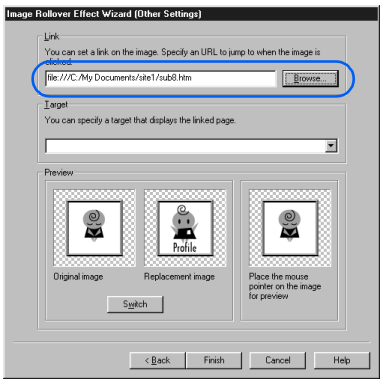
5. Click the **Browse** button to open the Open dialog, select the other image file, and then click the **Open** button. In the Image Rollover Effect Wizard (Specify Replacement Image) dialog, the selected image is displayed in the middle box of the **Preview** field.



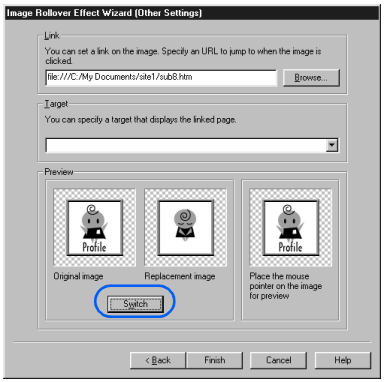
6. Click the **Next** button. The Image Rollover Effect Wizard (Other Settings) dialog appears.



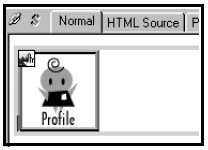
7. If you want to set a link on the image you insert, specify the URL of the link destination in the **Link** field.



8. If you want to reverse the roles of the two images, click the **Switch** button. The image in the left box of the **Preview** field trades places with the image in the middle box.



9. Click the **Finish** button. The rollover image is inserted in the page you are editing.



On the **Normal** tab, you can identify a rollover image by the icon on its top-left corner.

10. To check the rollover effect, click the **Preview** tab.

How to change the settings of the rollover effect

If you have created and inserted a rollover image into your page either by the procedure given in this section or by use of WebArt Designer, you can change the settings of the rollover image—for example, the image files used and the link destination of the images. To change the settings, select the image, and then click **Edit --> Rollover Image --> Setup Rollover Effect** on the menu bar. If you have created a rollover image by any other method, you cannot change the settings from this menu.

How to remove the rollover effect

To remove the rollover effect and keep only the original image, click **Edit --> Rollover Image --> Remove Rollover Effect** on the menu bar.

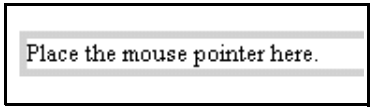
If you apply the rollover effect to an image, the *name* attribute of the <IMG> tag and the *id* attribute of the <A> tag are assigned the same value automatically.

Setting an event

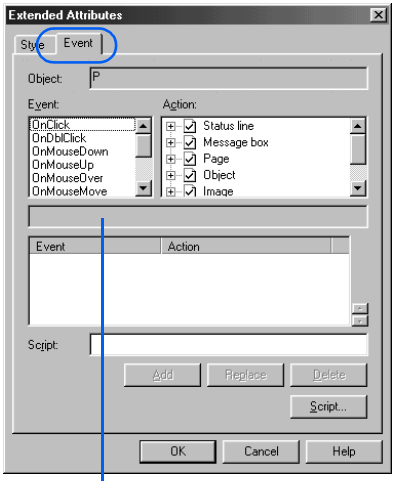
An occurrence such as the passage of a mouse pointer over an image is called an *event*. To specify that a program is to run when a certain event occurs is called *setting an event*. HTML defines several types of events. In the following example, you will learn how to display a message on the status bar of a Web browser by using two events: the passage of the mouse pointer over a paragraph, and the passage of the mouse pointer out of the paragraph.

HTML <SCRIPT language="JavaScript">
<P onmouseover= onmouseout= >

1. Type text on the page you are editing. For example, type `Place the mouse pointer here.`



2. Click **Edit --> Edit Event** on the menu bar. The **Event** tab of the Extended Attributes dialog appears.



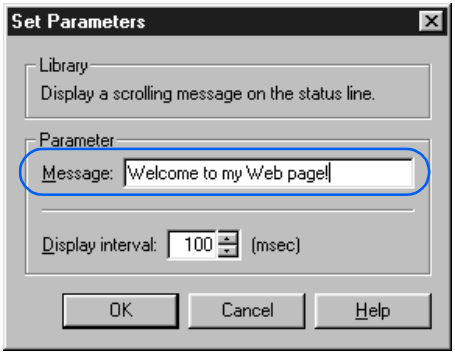
Message area

3. To specify what is to happen when the mouse pointer passes over the selected paragraph, select **OnMouseOver** from the **Event** field. The message area in the middle of the dialog displays a description of the selected event ("On moving the mouse pointer over it" in this example).

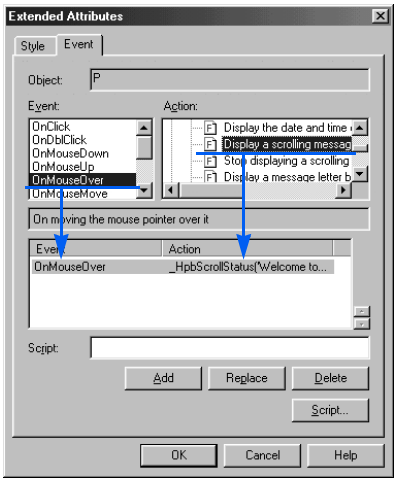
4. In the **Action** field, click the ⊞ (plus) sign to the left of **Status Line**, and then **Display a scrolling message on the status line**.

5. Click the **Add** button. The Set Parameters dialog appears.

6. Type the text of the scrolling message you want to display on Web browsers. For this example, type `Welcome to my Web page!`



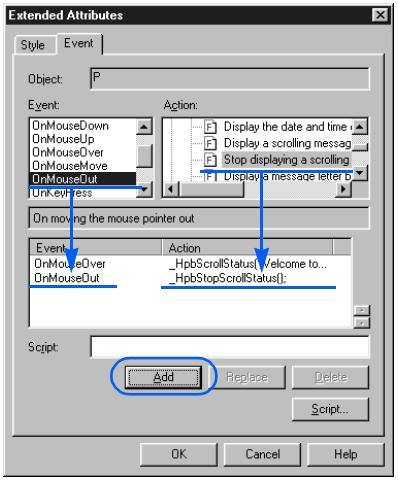
7. Click the **OK** button. The list box on the lower part of the Extended Attributes dialog shows the selected event (OnMouseOver in this example) and the selected action (the JavaScript function and its parameters).



8. To specify what is to happen when the mouse pointer is moved out of the selected paragraph, select **OnMouseOut** from the **Event** field. The message area in the middle of the dialog displays a description of the selected event ("On moving the mouse pointer out" in this example).

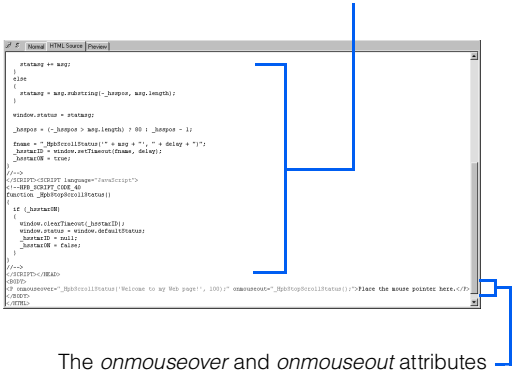
9. In the **Action** field, under **Status Line**, click **Stop displaying a scrolling message on the status line**.

10. Click the **Add** button. The list box on the lower part of the Extended Attributes dialog shows the selected event (OnMouseOut in this example) and the selected action (the JavaScript function and its parameters).



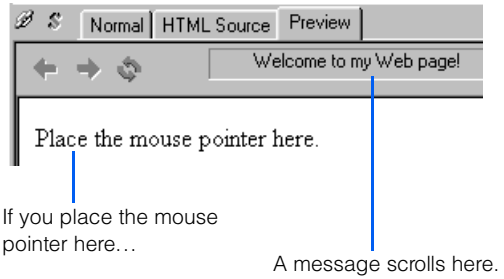
11. Click the **OK** button to return to the page you are editing.

12. Click the **HTML Source** tab to check which HTML tags are being used.

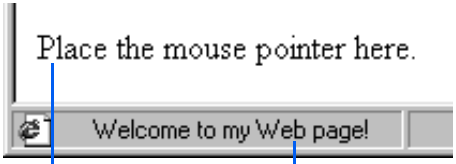


In this example, you can see that the header part of the HTML source contains two JavaScript programs: one that displays a message and another that stops displaying the message. Each is enclosed in the <SCRIPT> and </SCRIPT> tags. You can also see that these JavaScript programs are invoked by the *onmouseover* event and the *onmouseout* event of the paragraph (the <P> tag) containing the text "Place the mouse pointer here."

13. To confirm that the script runs properly, click the **Preview** tab. If you place the mouse pointer over the text "Place the mouse pointer here," the message you specified scrolls through the status bar.



14. Finally, click **Tools --> WWW Browser** on the menu bar to start a Web browser. (If a message appears asking you whether you want to save the changes to a file, click **Yes**.) The Web browser starts, and the page is displayed. If you place the mouse pointer over the text "Place the mouse pointer here," the message you specified scrolls through the status bar.



If you place the mouse pointer here…

A message scrolls here.

The event-related attributes (such as *onmouseover* and *onmouseout*) apply to most HTML tags. Some Web browsers, however, do not support event-related attributes.

15 Using style sheets

A *style sheet* is a new technology that is likely to become essential for Web page creation. By using style sheets, you can design more sophisticated and elaborate Web pages. Moreover, by using the same style sheet for several pages or throughout your site, you can make the layout of your pages consistent and easy to maintain.

This chapter first explains what a style sheet is, and then introduces several methods of setting a style sheet.

Before doing the tasks in this chapter

1. Start Homepage Builder.

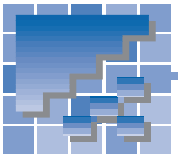
★★★ What is a style sheet? 302

★★★ Embedding a style sheet in your page . . . 305

★★ Using an external style sheet file 312

★★ Defining a style for an entire site 317

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.



What is a style sheet?

The style sheet format supported by Homepage Builder is formally called the *cascading style sheet (CSS)*. CSS is a standard—advocated in 1996 by an organization named the World Wide Web Consortium (W3C)—that controls the appearance of Web pages. Homepage Builder complies with this standard.

A style sheet defines the style, or appearance, of a Web page. A style sheet enables you to achieve designs, right on your Web pages, as elaborate as those you see in magazines. Attributes of HTML tags offer ways to specify some layout-related items, such as making text bold and aligning a paragraph right or left; style sheets, however, offer many more capabilities. Moreover, W3C plans to gradually shift the style definitions of Web pages from HTML tags to style sheets, so that eventually layout will be controlled entirely by use of style sheets. To prepare for this, you should learn the basics of style sheets and become acquainted with them.

What kind of style can you define?

You can define the following layout-related items with style sheets:

Category	Items you can specify
Font	Typeface, size, weight (bold or normal), style (italic, underline)
Color and background	Text color, background color, background image and its position
Text layout	Alignment, line pitch, letter spacing
Page layout	Page margin, table margin
List	Type of list, position, image used for list marks
Position	Specification method of a display position (absolute coordinates or relative coordinates), text flow, display position, column width
Others	Shape of the cursor, specification of page eject when printing

For example, you can use a style sheet to specify the following style for a paragraph (the <P> tag): the typeface is Arial, the font size is normal, text is aligned center, and the background color is green.

A page laid out with a particular same style sheet may look different on different Web browsers. Also, some browsers may not support all of the definitions in your style sheet. Therefore, after you have written a style sheet, check your page to see whether it is displayed as you want on the type of browser you expect the visitors to your Web page to use.

What can you specify a style for?

You can specify a style for the following:

Tag You can specify a style for any HTML tag. For example, if you specify a style on the <P> tag, the same style is applied to every paragraph. (See "Defining a style for a type of element" on page 305.)

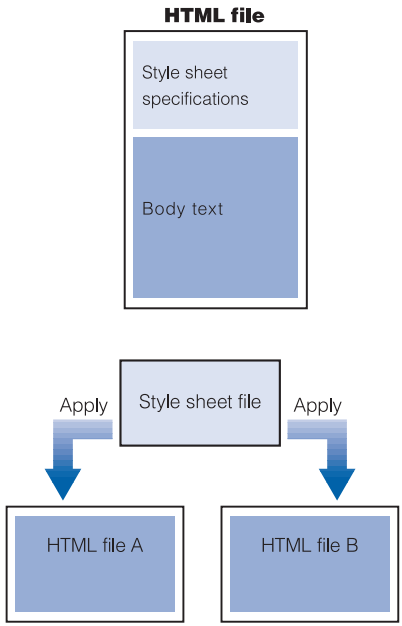
Class You can define a style and apply it to different tags. By defining a style, giving it a class name, and associating the class name with the HTML tags, you can apply the same style to different tags. (See "Defining a style for different elements" on page 307.)

ID Specifying a style for an ID is similar to specifying a style for a class. By defining a style, giving it an ID, and associating the ID with an HTML tag, you can apply the style to the tag. Unlike a style with a class name, an ID can be assigned with only one tag within a page.

Moreover, you can specify a style for a single occurrence of an HTML tag or for part of the text. (See "Specifying a style for a predefined area" on page 309.)

How do you write a style sheet?

You can write a style sheet in one of the following ways:



1 **Specifying the style in your HTML file.** The advantage of this method is that you can easily understand how the style is specified and change its settings, because all the style definitions are included in the HTML file. The disadvantage is that maintaining consistency in the design of your Web pages is more difficult, because you must specify the style for each page.

2 **Creating a style sheet file and setting a link from your HTML file to the file.** A style sheet file is a text file prepared in a predefined format. Because the file contains only text, you can edit it with any text editor—for example, the Windows Notepad. The file extension for a style sheet file is **.css**. The advantage of this method is that you can have a consistent design throughout your Web site, because you can maintain the contents (HTML file) and the design (style sheet file) separately. By sharing a style sheet file, co-workers in a company, or students in a school, can create Web pages in the same style. The disadvantage is that you must maintain a style sheet file in addition to your HTML files.

For those of you who cannot decide which method to use, this guide recommends you to do as follows:

- If you want to specify a style for a single page, select 1.
- If you want to specify a style for multiple pages, or if you want to share a style with someone else, select 2.

Although the term *style sheet* implies a file created separately from an HTML file, a style written in an HTML file is also regarded as a style sheet. In Homepage Builder, a file that contains only page style definitions is called an *external style sheet file*.

If you are not familiar with style sheets, you may find it difficult to write style definitions by either of these two methods. Don't worry. With Homepage Builder, you can specify the style even if you do not know these style definitions.

This chapter explains how to specify a page style by using each of these two methods.

Looking into the source of a style sheet

The following figures show the source, or the HTML tags, that compose a style sheet. The left figure shows a sample style sheet embedded in an HTML file. The right figure shows an example of an external style sheet file being linked to from an HTML file.

Specifying a style directly in an HTML file

```
<HTML>
<HEAD>
<STYLE>
<!–
BODY {
 background-color : silver;}
H1 {font-style : italic;
 font-family : sans-serif;}
UL {list-style-type : square;}
–>
</STYLE>
</HEAD>
<BODY>
<H1>Basics of tropical fish</H1>
<H2 style="color : fuchsia">
Prepare the following items:</H2>
<UL>
<LI>Water tank
<LI>Filter
</UL>
```

abc.htm

Specifying a style in an external style sheet file, which is linked to from an HTML file

```
BODY {
 background-color : silver;}
H1 {font-style : italic;
 font-family : sans-serif:}
H2 {color : fuchsia;}
UL {list-style-type : square;}
```

Style sheet file

mystyle.css

```
<HTML>
<HEAD>
<LINK rel="stylesheet"
 href="mystyle.css">
</HEAD>
<BODY>
<H1>Basics of tropical fish</H1>
<H2>Prepare the following items:</H2>
<UL>
<LI>Water tank
<LI>Filter
</UL>
```

xyz.htm

As you can see in the left figure, you can embed a style sheet in an HTML file in one of the following ways:

- Specifying the style in the header part of a file—that is, between the <STYLE> tag and the </STYLE> tag.
- Specifying the style by using the *style* attribute of an HTML tag.

In contrast, an external style sheet file does not require the <STYLE> and </STYLE> tags.

In a style sheet, each style is specified in the following format:

Selector { Property : Value ; }

For example, if you specify a small font and the italic attribute for the <P> tag, the source of the style sheet is as follows:

```
P { font-style : italic;
  font-size : x-small; }
```

Embedding a style sheet in your page

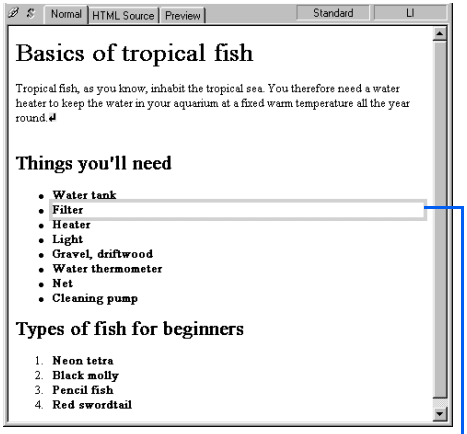
This section describes how to embed style specifications in the page you are editing.

HTML <STYLE>
<!-- //-->
<SPAN style=>

Defining a style for a type of element

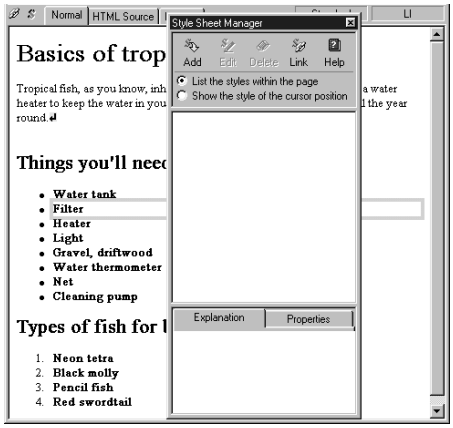
You can define a style for any type of element (tag) used in a page—for example, list items (the <LI> tags) or paragraphs (the <P> tags). When you define a style for a kind of element, the tag has the same effect wherever it is used in the page. For example, by defining a style for a paragraph (the <P> tag), you instruct HTML to apply the same style wherever the <P> tag occurs in the page. The following example shows how to specify a style for list items (the <LI> tags):

1. Focus on the element for which you want to specify a style (a list item in this example).

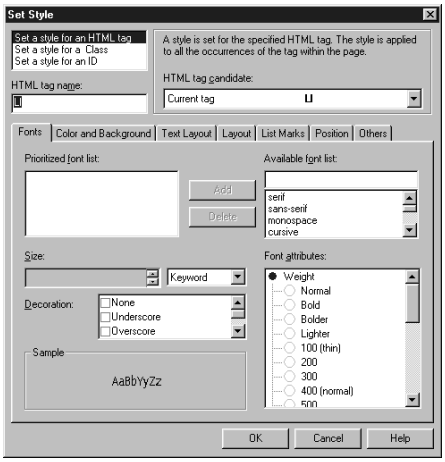


Focus frame

2. Click **Format --> Style** on the menu bar. The Style Sheet Manager appears.

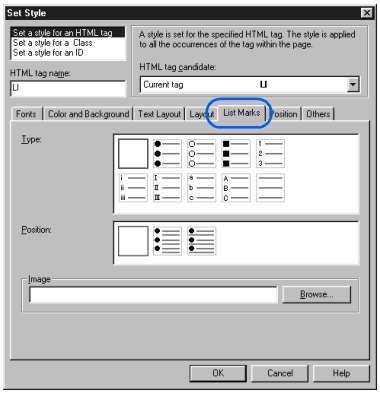


3. Click the **Add** button Add. The Set Style dialog appears.



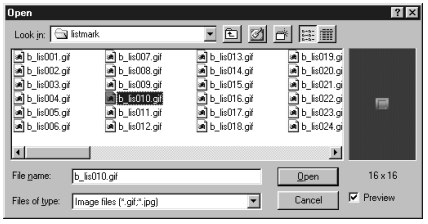
4. Confirm that **Set a style for an HTML tag** has been selected and that LI is set in the **HTML tag name** field.

5. Click the **List Marks** tab.



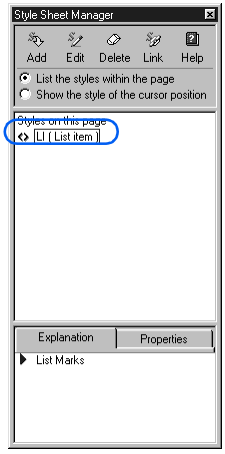
6. In the **Image** field, click the **Browse** button. The Open dialog appears.

7. Select an image file from the **sample\image\listmark** folder under the folder where Homepage Builder is installed, and then click the **Open** button.

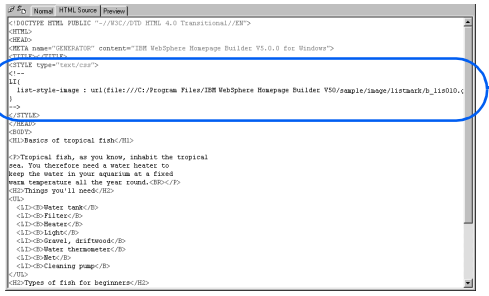


The Open dialog closes, and you return to the Set Style dialog.

8. Click the **OK** button. The selected list mark is applied to all the list items in the page. The Style Sheet Manager shows **LI**, the name of the style.



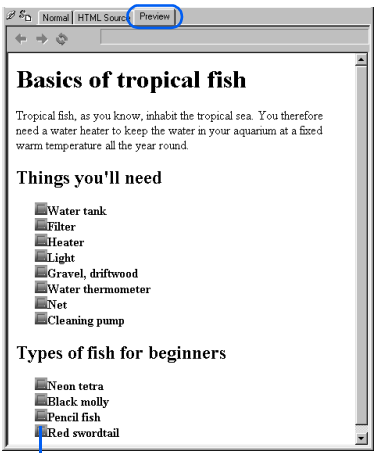
9. To check which tags are being used in the style sheet, click the **HTML Source** tab. You can see the style embedded between the <STYLE> and </STYLE> tags.



<STYLE> - </STYLE>

The style specifications are further enclosed by <!-- and -->, which are used for Web browsers that do not support style sheets. Without <!-- and -->, such browsers cannot handle the style definition tags, and therefore the tags are displayed as plain text on the browser.

10. Click the **Preview** tab to preview your page.



The list marks have been changed.

How to cancel the style you have specified

In the Style Sheet Manager, select the name of the style (**LI** in this example) and then click the **Delete** button

.

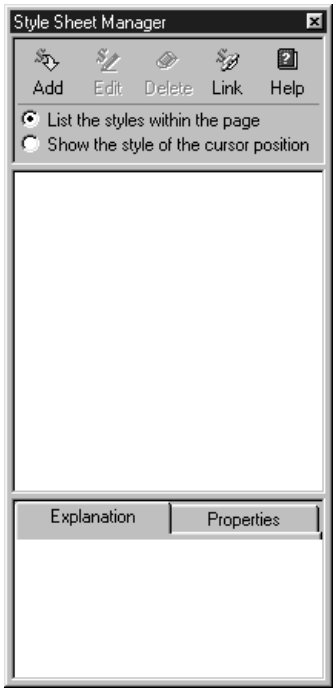
Defining a style for different elements

The preceding section explained how to define a style sheet for an element, or an HTML tag. With this method, you must define a style sheet for every tag, and the style you define is applied to every occurrence of the tag.

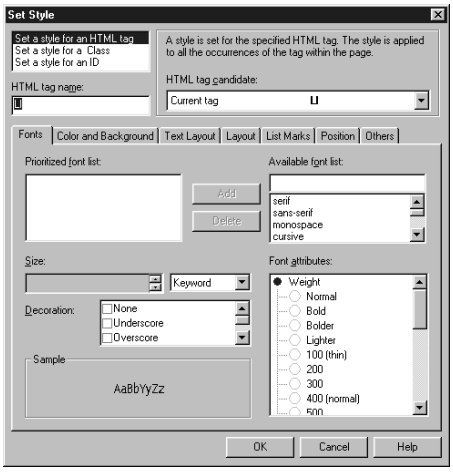
If you want to specify the same style sheet for different elements, use *classes*. By using a class, you can have the same style for different tags by associating the class with the tags. Moreover, by associating different classes to each occurrence of the same tag, you can achieve different styles for the same tag.

The following example shows how to define a class.

1. Click **Format --> Style** on the menu bar. The Style Sheet Manager appears.



2. Click the **Add** button Add. The Set Style dialog appears.



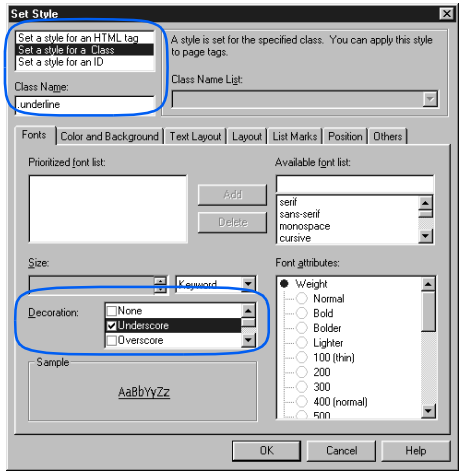
3. Select **Set a style for a Class**.

The **Set a style for an ID** option has almost the same effect as the **Set a style for a Class** option. The only difference is that you can apply an ID to only one place (one occurrence of a tag) in a page. Therefore, it is recommended that you use classes rather than IDs.

4. Type `.underline` in the **Class Name** field.

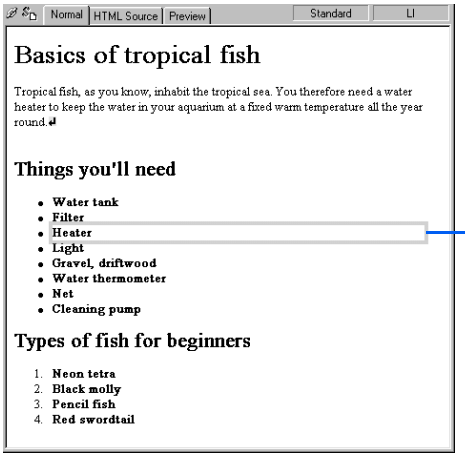
Always precede the class name with a period.

5. From the **Decoration** field, select **Underscore**.



6. Click the **OK** button. The class name **.underline** is shown in the Style Sheet Manager.

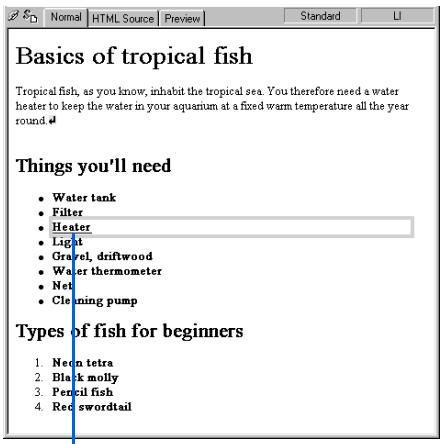
7. On the **Normal** tab, focus on the element (a list item in this example) to which you want to apply the style sheet you have just created:



Focus frame

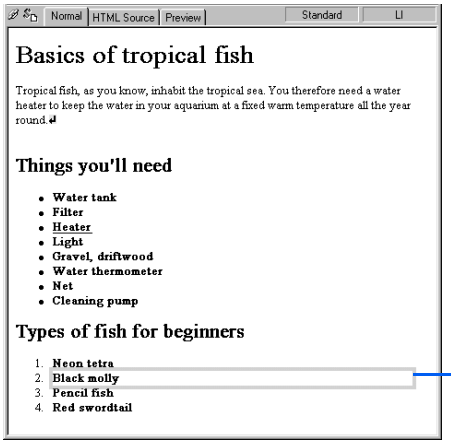
8. From the list box in the Style Class toolbar, select **underline**.

The element in focus is underlined.



Underline

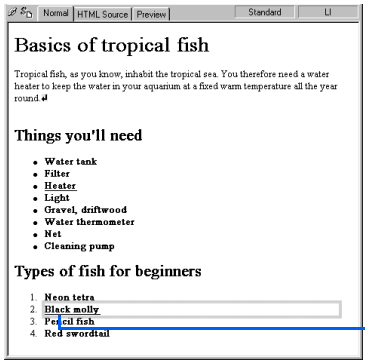
9. Now, apply the same style sheet to another element. First, focus on the element to which you want to apply the style.



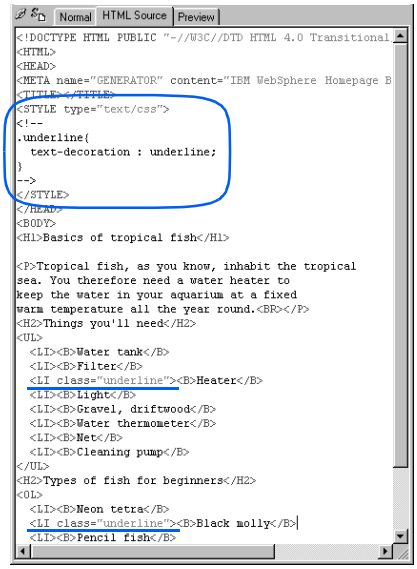
Focus frame

You can apply the same class to different tags. For example, you can apply the **underline** class not only to the list items but also to the heading "Basics of tropical fish" (the <H2> tag) or the paragraph (the <P> tag) that follows.

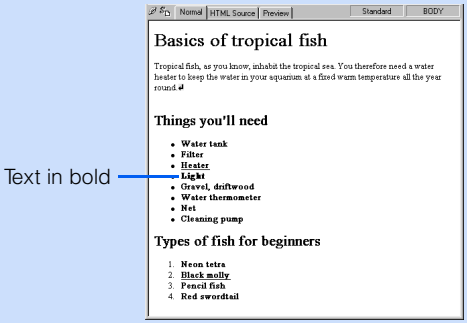
10. Select **underline** from the list box in the Style Class toolbar. The selected list item is also underlined.



11. To check which tags are being used in the style sheet, click the **HTML Source** tab. On the upper part of the HTML source, you can see a class named ".underline" defined between the <STYLE> and </STYLE> tags. The tags to which the class has been applied have the *class="underline"* attribute.



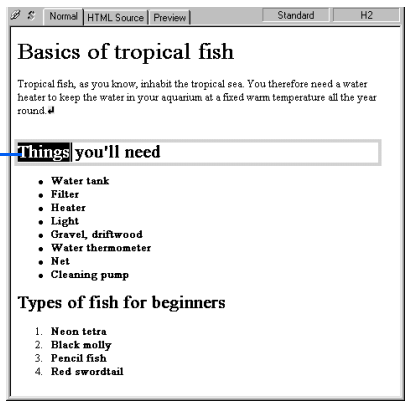
By defining several classes and applying them for the same tag, you can achieve a different appearance for every occurrence of the same tag. Suppose you have defined a class named .**bold** that makes text bold. If you apply this class to the list item below the one to which you have applied the class **.underline**, the page looks like this:



Specifying a style for a predefined area

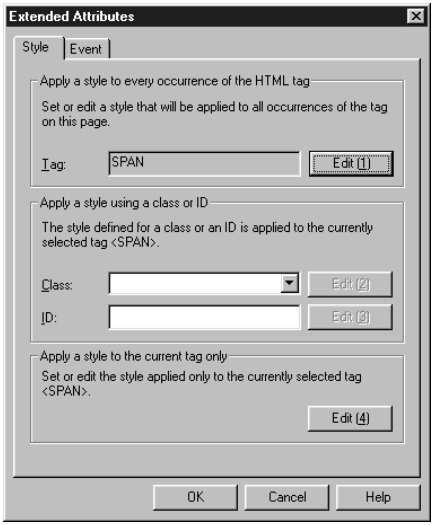
You can specify a style for a particular area in your page. The style is defined by the *style* attribute of an HTML tag (the <SPAN> tag in the following example) rather than by the specifications between the <STYLE> and </STYLE> tags.

1. On the **Normal** tab, drag the mouse to select the area where you want to specify a style.



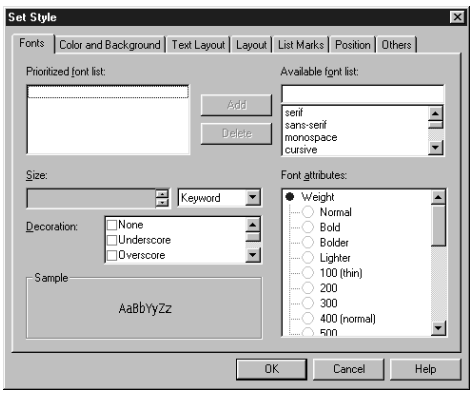
You can select either a part of a paragraph (as in this example) or several adjacent paragraphs.

2. Click **Format --> Physical Emphasis --> Style (SPAN)** on the menu bar. The **Style** tab of the Extended Attributes dialog appears.



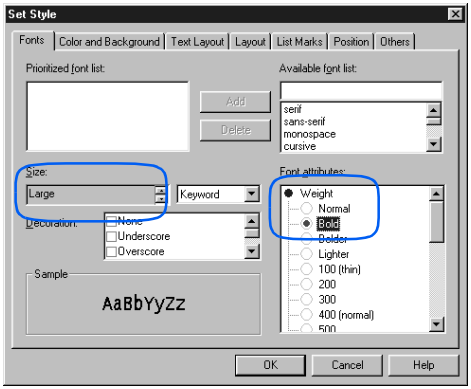
In the dialog, **SPAN** has been set in the **Tag** field. This is because the area you selected is automatically enclosed by the <SPAN> and </SPAN> tags. The style you are going to specify for the area is added as an attribute of the <SPAN> tag.

3. Click the **Edit (4)** button. The Set Style dialog appears.



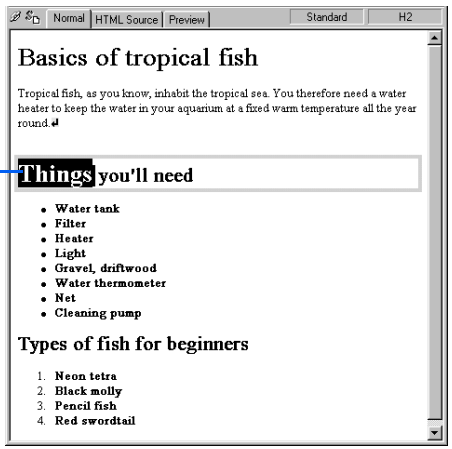
By clicking the **Edit (4)** button, you cause the style you are going to specify to be applied only to the tag currently selected (a single <SPAN> tag in this example). If you click the **Edit (1)** button instead, the style is applied to every occurrence of the same tag (all the <SPAN> tags in this example).

4. Specify the style. In this example, select **Large** from the **Size** field, and select **Bold** under **Weight** from the **Font attributes** field.



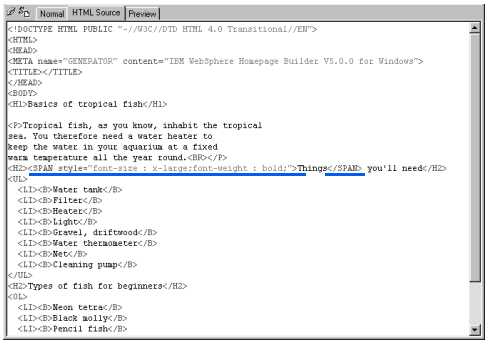
5. Click the **OK** button. The dialog closes, and you return to the Extended Attributes dialog.

6. Click the **OK** button. The style is applied to the selected area.



The style has been applied.

7. To check the HTML source, click the **HTML Source** tab. The selected text string is enclosed by the <SPAN> and </SPAN> tags, and the *style* attribute is added to the <SPAN> tag.



Canceling the style you have specified

To cancel the style you have applied to a tag, a class, or an ID in your page, select the style name in the Style Sheet Manager and then click the **Delete** button

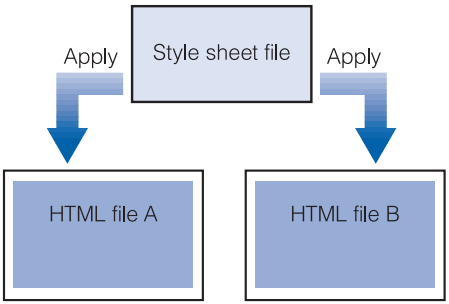
.

To cancel the style you have applied to part of a text string (by using the <SPAN> tag), select that part of the text string and then click **Format --> Remove Format** on the menu bar.

Using an external style sheet file

The preceding section explained how to specify the style in an HTML file. This method is easy to use, but you cannot easily unify the appearance of several pages with it, because you must specify the style for each page separately.

If you want to have consistent appearance throughout several pages, use a *style sheet file* (file extension is **.css**), which contains only style definitions. You can apply the style set in a style sheet file to each page by simply setting a link from the page to the style sheet file. This gives you a consistent style for these pages.



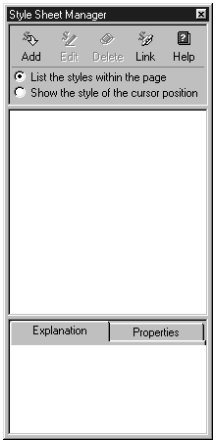
HTML <LINK rel="stylesheet" href=>

Using an existing style sheet file

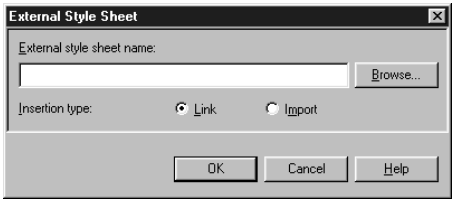
By setting a link from your page to an existing style sheet file, you can apply the style in that file to your page.

- If you want to have a consistent style throughout an entire site, see "Defining a style for an entire site" on page 317.
- For instructions on using sample style sheet files included in the Gallery, see Chapter 6.
- For instructions on using style sheet templates, see Chapter 6.

1. Click **Format --> Style** on the menu bar. The Style Sheet Manager appears.



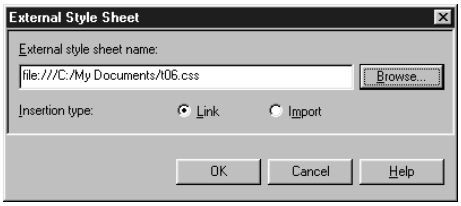
2. Click the **Link** button. The External Style Sheet dialog appears.



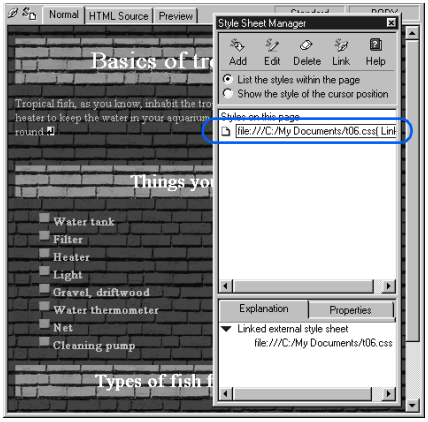
3. Click the **Browse** button. The Open dialog appears.

If you have embedded styles in the HTML source by the method described in the preceding section ("Embedding a style sheet in your page"), the embedded styles override the style specifications in an external style sheet file.

4. Select the style sheet file you want to use, and then click the **Open** button. The dialog closes, and you return to the External Style Sheet dialog.



5. Select the **Link** radio button from **Insertion type**, and then click the **OK** button. The name of the selected style sheet file appears in the Style Sheet Manager, and the settings in the style sheet file are applied to the page being edited.

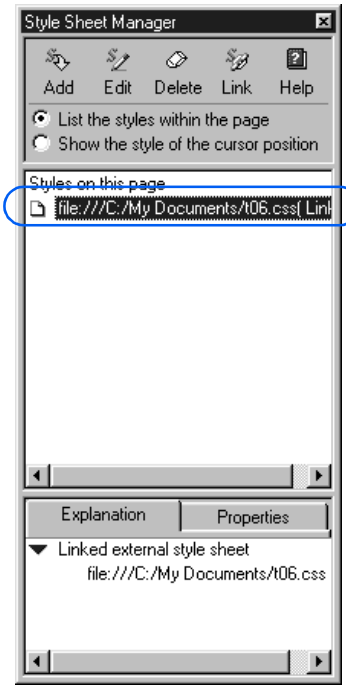


You can also select the **Import** radio button from **Insertion type**. This type is, however, not supported by all browsers. Therefore, it is recommended that you normally select the **Link** radio button.

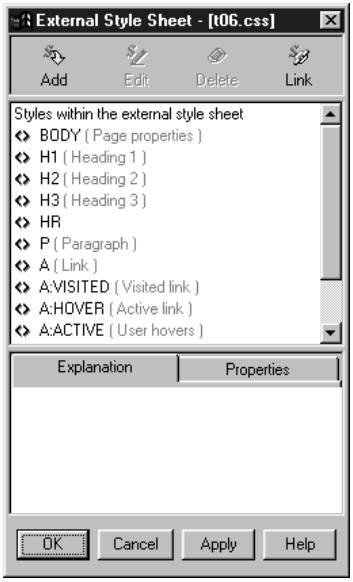
Editing a style sheet file

To edit the external style sheet file that has been linked to from your page, do the following:

1. In the Style Sheet Manager, select the style sheet file you want to edit.



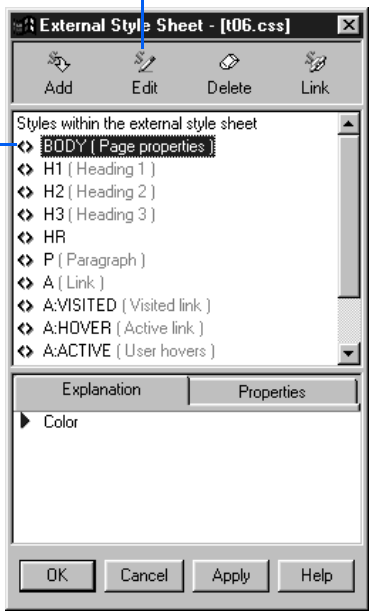
2. Click the **Edit** button . The External Style Sheet dialog appears.



3. Select the tag or class whose style you want to change, and then click the **Edit** button .

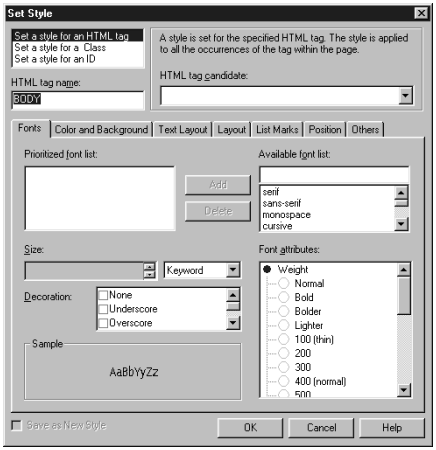
1. Click the name of a tag or a class to select it.

2. Click this button to edit its style.



This example assumes that a style is specified for each tag.

The Set Style dialog appears.



4. Change the style as necessary. (See "Defining a style for a type of element" [steps 4 and after] on page 305 and "Defining a style for different elements" [steps 3 and after] on page 307.)

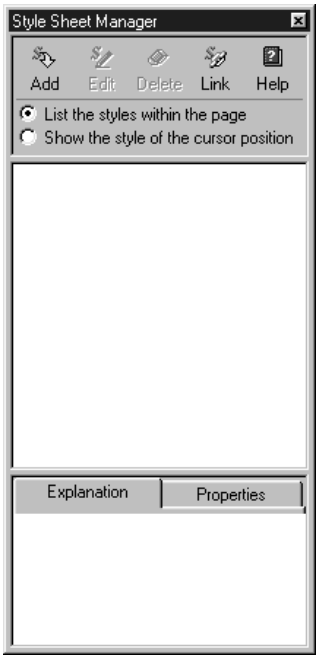
5. Click the **OK** button. The Set Style dialog closes, and you return to the External Style Sheet dialog.

6. Click the **OK** button. You return to the Style Sheet Manager. The changes you made to the style are automatically applied to the current page.

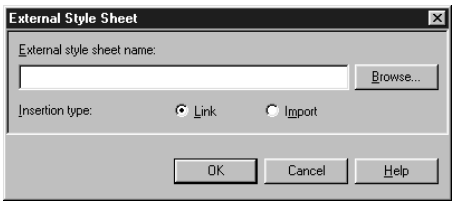
Creating a style sheet file

You can create your own style sheet file from scratch. By placing the style sheet file in the Personal Folder, you can easily use it at any time.

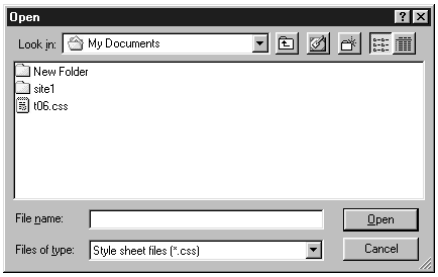
1. Click **Format --> Style** on the menu bar. The Style Sheet Manager appears.



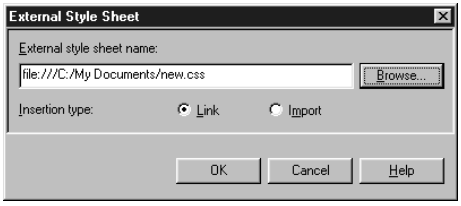
2. Click the **Link** button. The External Style Sheet dialog appears.



3. Click the **Browse** button. The Open dialog appears.



4. Move to the folder in which you want to create a style sheet file, type a file name, and then click the **Open** button. You return to the External Style Sheet dialog, which now shows the path of the external style sheet file.



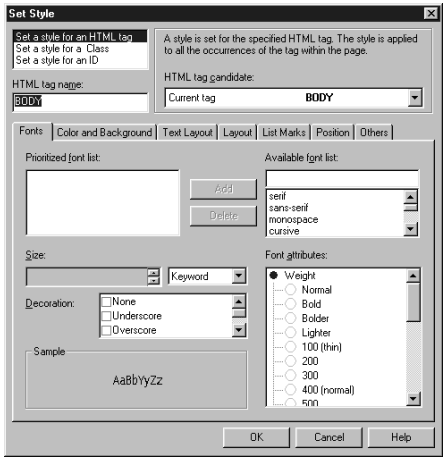
5. Select the **Link** radio button from **Insertion type**, and then click the **OK** button. The External Style Sheet dialog appears.

6. To add a style in the style sheet file, click the **Add** button

.

Click here.

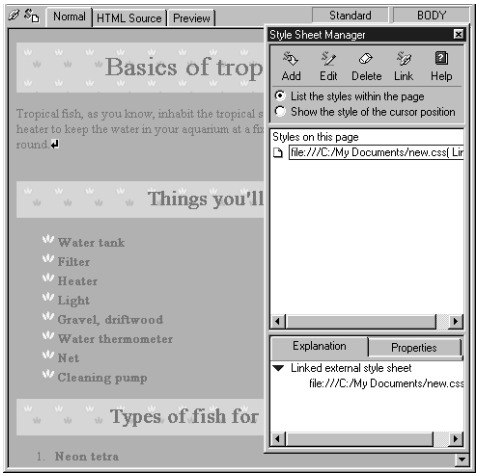
The Set Style dialog appears.



7. Specify the style as necessary. (See "Defining a style for a type of element" [steps 4 and after] on page 305 and "Defining a style for different elements" [steps 3 and after] on page 307.)

8. Click the **OK** button. You return to the External Style Sheet dialog.

9. Click the **OK** button. You return to the Style Sheet Manager. The style you just specified is automatically applied to the current page.



Canceling the link to an external style sheet file

To cancel the link from your page to an external style sheet file, select the style sheet file in the Style Sheet Manager and then click the **Delete** button

. The link is canceled.

The style sheet file itself is not deleted by this operation.

Defining a style for an entire site

You can define a style that is applied to all the pages in your site. You can apply an external style sheet file offered by Homepage Builder or any other external style sheet file to the entire site.

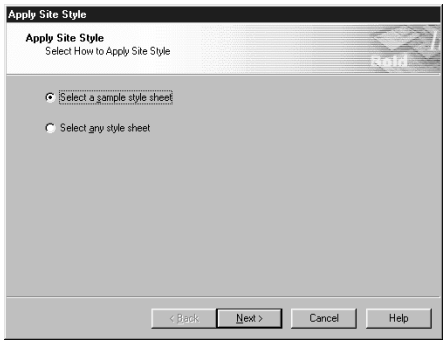
Applying a style sheet file offered by Homepage Builder

To choose one of the sample style sheet files offered by Homepage Builder and apply it to the entire site, do the following:

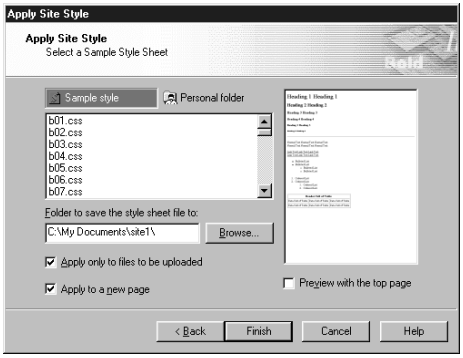
To use this function, you must have created a site. If you have not, click **Site --> New Site** on the menu bar to create one.

The following example assumes that a site is already open.

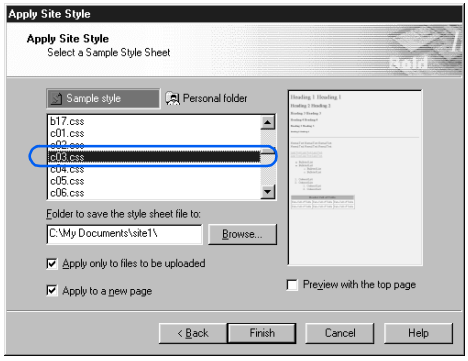
1. Click **Site --> Site Style --> Set Site Style** on the menu bar. The Apply Site Style (Select How to Apply Site Style) dialog appears.



2. Confirm that **Select a sample style sheet** is selected, and then click the **Next** button. The Apply Site Style (Select a Sample Style Sheet) dialog appears.



3. Select a style sheet file from the list box.



You can preview the sample layout of the selected style on the right of the dialog. By selecting the **Preview with the top page** check box, you can preview how the top page of your site appears when the style sheet file is applied to it.

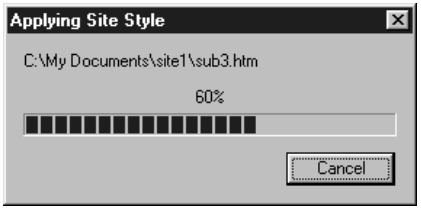
4. Specify the folder in which you want to save the style sheet file.

The name of the style sheet file applied to the entire site is automatically named hpbsite.css.

5. To apply the style sheet file only to files that are to be transferred, select the **Apply only to files to be uploaded** check box. If you clear this check box, the style sheet file is applied to all the HTML files in the site.

6. To apply the style sheet file to any new pages created later in this site, select the **Apply to a new page** check box.

7. Click the **Finish** button. The style sheet file is applied to the pages in the site, and the status is displayed in the Applying Site Style dialog.



Applying any style sheet file

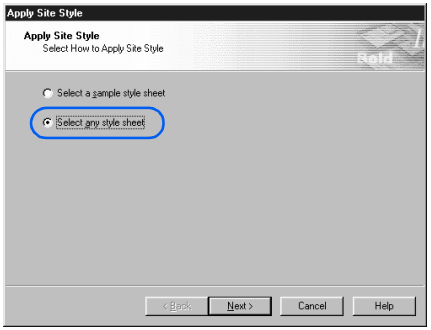
This section explains how to apply any external style sheet file you have to the entire site.

To use this function, you must have created a site. If you have not, click **Site --> New Site** on the menu bar to create one.

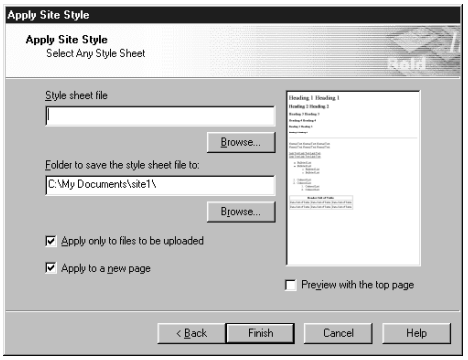
The following example assumes that a site is already open.

1. Click **Site --> Site Style --> Set Site Style** on the menu bar. The Apply Site Style (Select How to Apply Site Style) dialog appears.

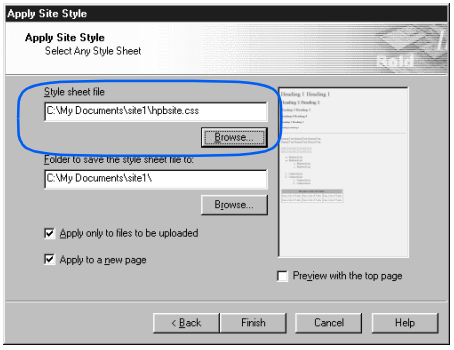
2. Select **Select any style sheet**, and then click the **Next** button.



The Apply Site Style (Select Any Style Sheet) dialog appears.



3. Click the upper **Browse** button, and select the style sheet file you want to use.



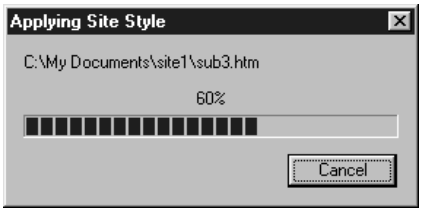
You can preview the sample layout of the selected style on the right of the dialog. By selecting the **Preview with the top page** check box, you can preview how the top page of your site appears when the style sheet file is applied to it.

4. Specify the folder in which you want to save the style sheet file.

5. To apply the style sheet file only to those files that are to be transferred, select the **Apply only to files to be uploaded** check box. If you clear this check box, the style sheet file is applied to all the HTML files in the site.

6. To apply the style sheet file to any new pages created later in this site, select the **Apply to a new page** check box.

7. Click the **Finish** button. The style sheet file is applied to the pages in the site, and the status is displayed in the Applying Site Style dialog.



Canceling the site style

To cancel all the links to the style sheet file from the pages in a site, click **Site --> Site Style --> Remove Site Style** on the menu bar.

If you select a style sheet file in the Style Sheet Manager and delete it, only the link to the style sheet file from a page being edited is canceled.

Uploading files 16

You can upload the files that constitute your Web pages by one of the following methods:

1. Upload files in an entire site at once (site upload)
2. Upload files by the page (page upload)
3. Upload individual files (file upload)

Usually, you use method 1, which is explained in detail in Chapter 4. After you read Chapter 4, read "Supplements on site upload" in this chapter.

To upload files regardless of site, try method 2 or 3. These methods are explained in "Uploading files by the page" and "Uploading individual files" in this chapter.

Before doing the tasks in this chapter

1. Start Homepage Builder.

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★★ Uploading individual files 326

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

Site upload: Supplementary information

Site upload—that is, uploading files in an entire site at once—is explained in detail in Chapter 4. This section supplements the descriptions in Chapter 4.

Difference between files-to-be-transferred and unused files

Homepage Builder categorizes the files contained in the site folder into two groups: *files-to-be-transferred* and *unused files*.

Files-to-be-transferred are files you can upload to the server in a site upload. In most cases, Homepage Builder recognizes all the files that are contained in the site folder and that can be traced by links from the top page as files-to-be-transferred.

Unused files are files you cannot upload to the server in a site upload. If files are in the site folder and cannot be traced by links from the top page, Homepage Builder recognizes them as unused files. In addition, Homepage Builder always recognizes the following files as unused files, even if they can be traced by links from the top page, because they are linked from files that Homepage Builder cannot analyze:

- A file linked from a script file
- A file linked from a Java applet not included in the Gallery (only if the files related to the Java applet are not all in the same folder)
- A file linked from a CGI program

Changing the status of a file from unused to to-be-transferred

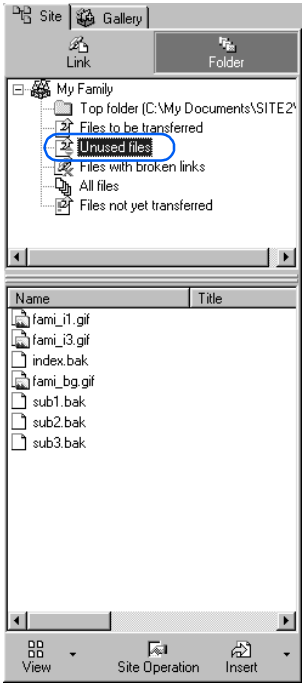
You cannot upload files that Homepage Builder recognizes as unused files to the server in a site upload, even if they are in the site folder. If you want to upload them also, you must change their status from unused to to-be-transferred before the site upload. The steps are as follows:

If, after the site upload, you notice that some files have not been uploaded, change the status of those files by the following steps, and then upload your site again.

1. On the **Site** tab, click the **Folder** button

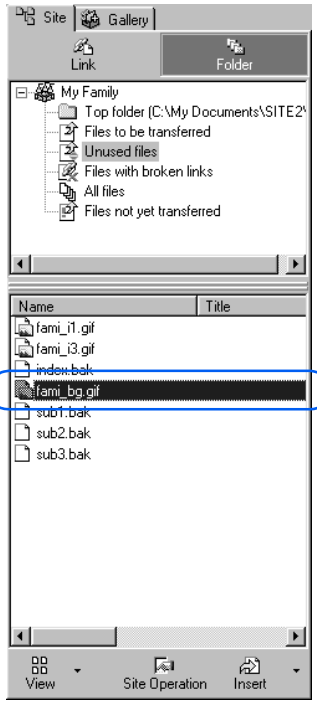
.

2. Click **Unused files**. Files that Homepage Builder recognizes as unused files are listed on the lower part of the **Site** tab.



If you find an unnecessary file in the list, click the file with the right mouse button, and then click **Delete** to delete it.

3. Select the file whose status you want to change.



4. Click the **Site Operation** button

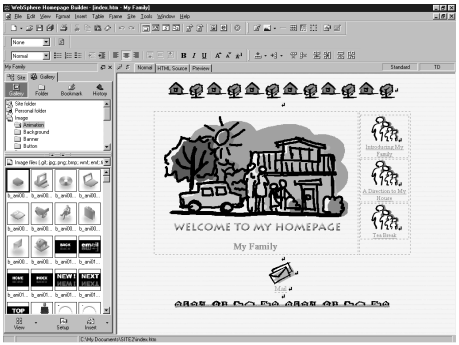
, and then select **Add to Upload List** from the pop-up menu. The status of the selected file is changed to **Files to be transferred**.

5. On the upper part of the **Site** tab, click **Files to be transferred**. The files to be transferred are listed on the lower part. You can see that the selected file is now included in the list.

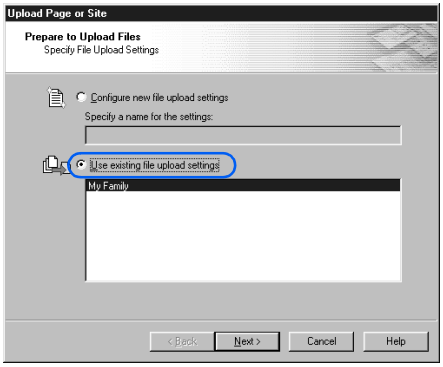
Uploading files by the page

Uploading all the files included in a page at a time is called *page upload.* If the page contains materials such as images and sounds, they are uploaded all together. The other pages linked from the page, however, are not uploaded.

1. In the page editing area, open the page you want to upload.



2. Click **Site --> Upload Page** on the menu bar. The Upload Page or Site (Specify File Upload Settings) dialog appears. If you have already created file upload settings, the **Use existing file upload settings** radio button is selected.

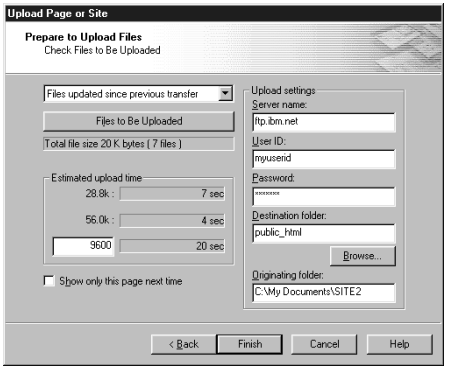


If you haven't created any file upload settings, or if you want to upload your files to a different server, select the **Configure new file upload settings** radio button. Then you can create new file upload settings before you upload your page.

3. Confirm that a correct name for the file upload settings has been selected.

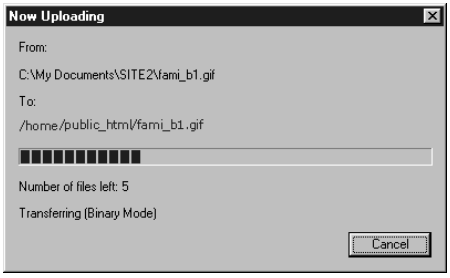
- The name for the file upload settings is typically the same as the site name. If you have given it a different name, select that name.
- If more than one name is displayed, select the proper one.

4. Click the **Next** button. The Upload Page or Site (Check Files to Be Uploaded) dialog appears. The settings are displayed on the right side of the dialog.



- In this dialog, Homepage Builder automatically selects **Files updated since previous transfer** as the transfer method. You do not need to change this option even when you are uploading the page for the first time; all the files in the page are uploaded when the page is uploaded for the first time.
- If you click the **Files to Be Uploaded** button, all the files to be transferred are listed. The files with check marks are to be uploaded. You can select or clear each check box as necessary.
- You do not need to enter anything in the **Estimated upload time** field. Only if you want to estimate the time required for uploading, type the modem speed of your personal computer.

5. Click the **Finish** button. If you have not connected to the Internet yet, a dialog prompts you to do so. When the connection is made, Homepage Builder starts uploading the files. During upload, the following dialog shows you the status of the upload:



When the upload is complete, a message that indicates completion of the upload appears.

6. Click the **OK** button.

In a page upload, files linked from the following files are not uploaded:

- Script files
- Java applets not included in the Gallery (only if the files related to the Java applet are not all in the same folder)
- CGI programs

If a file has not been uploaded, upload it by using the procedure explained in the next section ("Uploading individual files").

If the page upload fails, it is likely that the file upload settings are incorrect. To change the settings, do the following:

1. Click **Site --> File Upload Settings --> Edit Upload Settings** on the menu bar. The File Upload Settings dialog appears.
2. Select the name for the file upload settings, and then click the **Edit** button.
3. Change the settings as necessary.

Uploading individual files

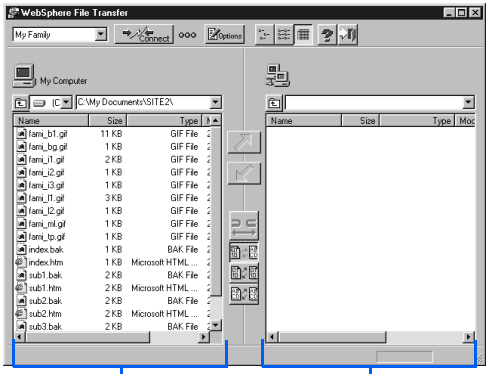
To upload individual files, or to delete server files regardless of the site or page, use the file transfer program called File Transfer. This section explains how to upload individual files by using the File Transfer program.

Starting the File Transfer program

1. Use one of the following methods to start File Transfer:

   - Click **Start --> Programs --> IBM WebSphere Homepage Builder V5.0 --> File Transfer** in the Windows taskbar.
   - Click **Tools --> File Transfer** on the menu bar of Homepage Builder.

   The File Transfer main window appears. The left side of the window represents your personal computer, and the right side represents the server computer.

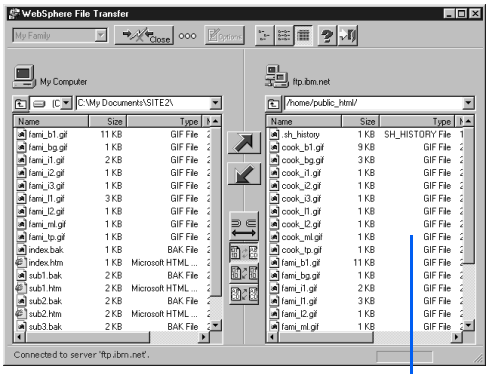


Connecting to the server

If you have created file upload settings—that is, if you have already set all the information that Homepage Builder needs to access the server (the server name, user ID, password, and destination folder), you can connect to the server by simply selecting the name for the file upload settings from the top-left list box and clicking the **Connect** button

.

When your computer is connected to the server, the main window will look something like this:

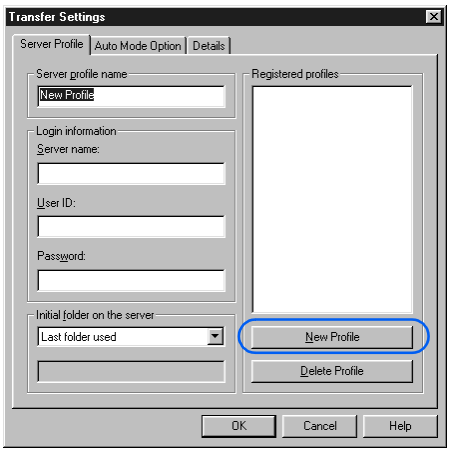


If you have not created file upload settings, do the following to set the information and then connect to the server:

1. Click the **Options** button

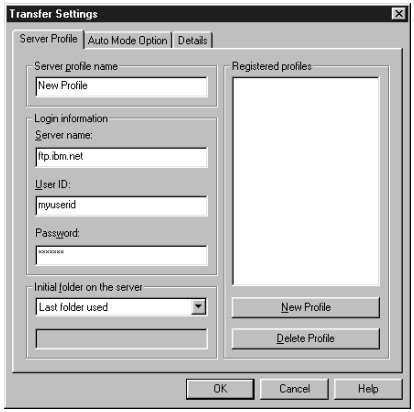
. The Transfer Settings dialog appears.

2. Click the **New Profile** button.



3. Type the name for the file upload settings in the **Server profile name** field.

4. Type the server name, user ID, and password as specified by your provider.



Only your provider or server administrator knows the server information you enter in these fields. If you are not sure what to type, contact them.

The **Details** tab in this dialog enables you to specify whether to use the passive mode or the firewall. The only firewall format supported by Homepage Builder is `SITE host_name`.

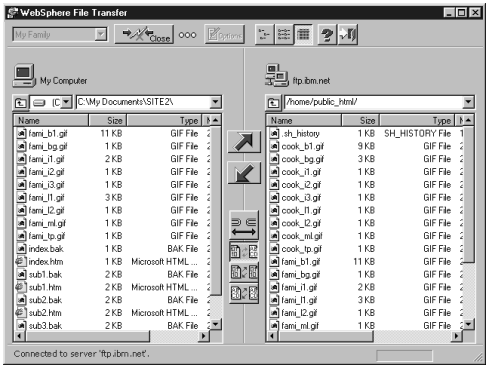
5. Click the **OK** button. The server profile name appears in the top-left corner of the main window.

6. Click the **Connect** button

. Your computer is now connected to the server.

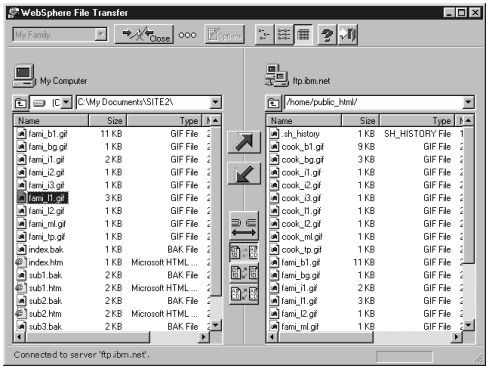
Uploading files

1. On the right side of the main window, where the server file structure is displayed, move to the destination folder.



- Depending on the provider, the server file structure may not be displayed.
- A server file with an incorrect name may not be displayed.

2. From the left side of the main window (where the file structure of your computer is displayed), select the file you want to upload.



If you enter incorrect information in the Transfer Settings dialog, the file transfer will fail. If you are not sure of any information you enter in this dialog, contact your provider or server administrator.

One common error is to specify the server for the Web browser or for e-mail. Be sure to specify the server that manages Web pages.

- To select more than one file, click the file names while holding the Ctrl or Shift key.
- To select all the files in the folder, right-click the file list, and then select **Select All** from the pop-up menu.

3. Click . The selected file is uploaded. (The file name appears to be duplicated from the left side to the right side.)

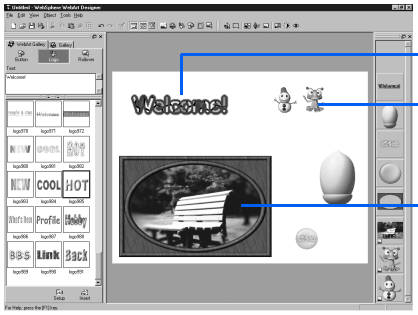
Deleting the server files

To delete a server file, right-click the file on the right side of the main window, and then select **Delete** from the pop-up menu.

To delete a server folder and all the files contained in it, right-click the folder on the right side of the main window, and then select **Delete** from the pop-up menu.

17 WebArt Designer

WebArt Designer is one of the accessory tools included in Homepage Builder. It assists you in creating and editing images. By using this tool, you can easily create logos and buttons for your Web pages. The Homepage Builder main program also enables you to edit GIF or JPEG images, but WebArt Designer offers you a richer set of functions for editing images. This chapter describes how to create logos, buttons, images having the rollover effect, and photo frames.



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★★ Creating logos 335
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★★ Creating rollover images 341
★ Decorating a photographic image with a frame 347

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

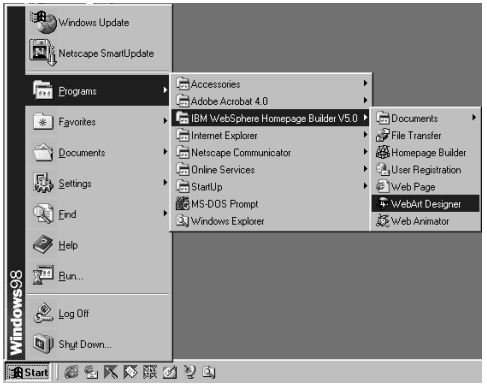
Starting and ending WebArt Designer

This section describes how to start and end WebArt Designer. This section also describes the concept of *objects*, which is peculiar to WebArt Designer, as well as the basic operations of objects.

Starting WebArt Designer

To start WebArt Designer, do either of the following:

- Click **Start --> Programs --> IBM WebSphere Homepage Builder V5.0 --> WebArt Designer** in the Windows taskbar.



or:

- Click **Tools --> WebArt Designer** on the menu bar of Homepage Builder.

- You can insert images created by WebArt Designer into your pages just as you insert other images.
- The online help provides details about WebArt Designer. If you encounter problems, or if you want to learn advanced techniques, click **Help --> Help Topics** on the menu bar.

WebArt Designer main window

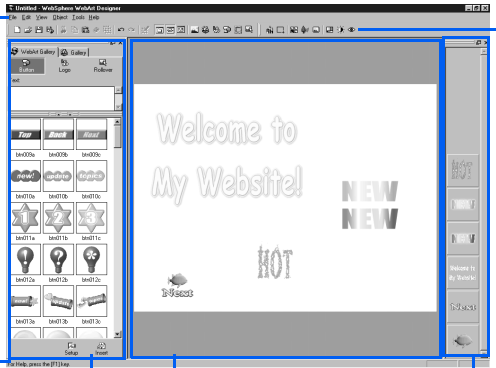
The main window of WebArt Designer consists of three principal parts: Template Gallery, Canvas, and Object Stack.

Menu bar

You can call all the WebArt Designer functions from the menu bar.

Toolbar

You can call frequently used functions from the buttons on the toolbar.



Canvas

The Canvas is the working area where you can edit materials (objects).

Template Gallery

You can use the Template Gallery to insert materials into the canvas. The **WebArt Gallery** tab is for WebArt Designer only. The **Gallery** tab is common to the Homepage Builder main program and WebArt Designer.

Object Stack

The Object Stack represents the sequence in which one object follows another. It displays objects as thumbnails. The object farthest back on the Canvas is displayed at the bottom of the Object Stack; the object at the front is displayed at the top.

Status bar

The status bar displays useful information, which changes depending on the status of the main window.

Ending WebArt Designer

To end WebArt Designer, click **File --> Exit** on the menu bar.

What are objects?

In WebArt Designer, original materials are called *objects*. Objects are classified as one of the following types:

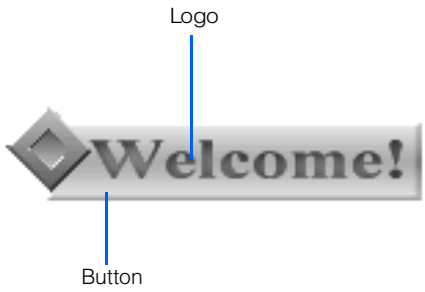
- Logo—text with an effect.
- Button—a button-like figure with an effect.
- Photo frame—a frame that decorates the border of a photographic image.
- Clip art—a Windows metafile, which retains better quality than an image object when it is resized.
- Image—all images other than the preceding four object types. All the image files created by software other than WebArt Designer are objects of this type.

Among these five types of objects, the logo, button, and photo frame objects can be created only by WebArt Designer. You can change their text, shape, or color, by clicking **Edit --> Edit Object** on the menu bar of WebArt Designer.

On the other hand, image objects are ordinary image files. To add an image file as the image object on the Canvas, click **Edit --> Paste from File** on the menu bar. To distinguish the image objects on the Object Stack, look at the left corner of each thumbnail; if a icon is at the left corner of a thumbnail, it is the image object. You cannot change the text, shape, or color of the image objects, but you can edit them by using the **Tools** menu.

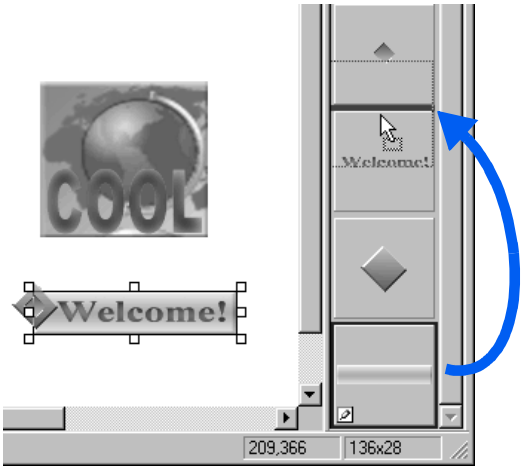
The sequence in which one object follows another

Objects are not placed on the Canvas at random. Rather, they are stacked in order so that the last-placed object appears to be on the top of the stack. For example, if you have placed a button first and laid a logo over that button, the two objects are stacked sequentially in the order in which they were placed. On the Canvas, the logo appears to be written on the button. The following example shows a logo object overlaid on a button object.



In WebArt Designer, you can create images by stacking a variety of objects on the Canvas. For example, you can overlay a logo on a button; or you can overlay a logo on a photograph, and then overlay a photo frame on that photo. Combining multiple objects can create complicated images.

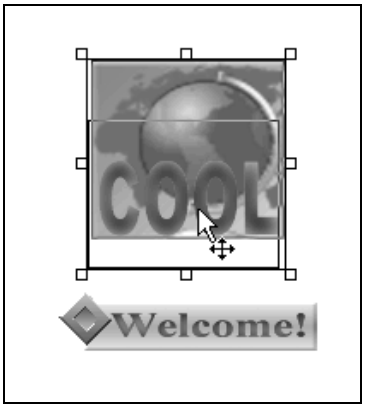
To change the sequence of objects, just drag and drop objects on the Object Stack in the sequence you want.



Selecting objects

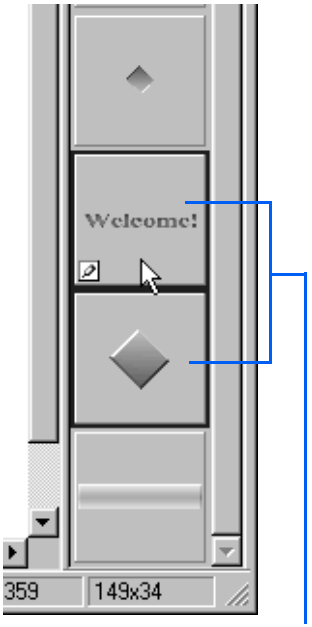
To select objects on the Canvas or the Object Stack, do any one of the following:

- Click an object on the Canvas. To select multiple objects, click each object while pressing and holding the Ctrl key.



The objects selected on the Canvas

- Click a thumbnail on the Object Stack. A focus frame appears on the border of the selected thumbnail (object). To select multiple objects, click each thumbnail while pressing and holding the Ctrl key or the Shift key.



The objects selected on the Object Stack

- On the Canvas, drag diagonally from the upper left to the lower right so that all the objects you want to select are enclosed. When you release the mouse button, the selection area is determined. All the objects within the selected area are selected, surrounded by square knobs.
- To select all the objects on the Canvas, click **Edit --> Select All** on the menu bar.

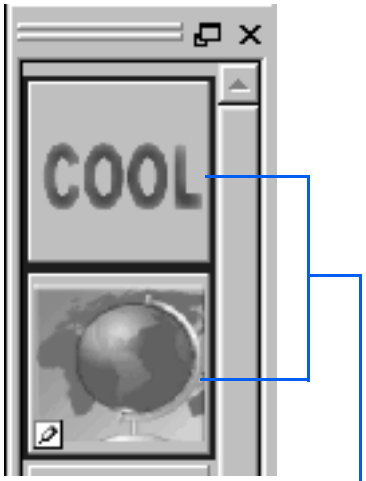
Selecting all the objects on the Canvas

- To move the object you have selected, drag the center of the object.
- To delete the object you have selected, click **Edit --> Delete** on the menu bar or press the Delete key.

Saving objects

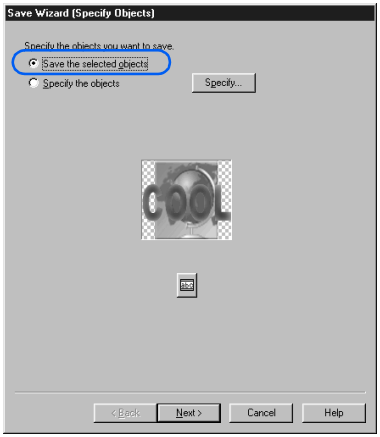
To save objects into an image file for use on your Web page, do the following:

1. Select one or more objects.



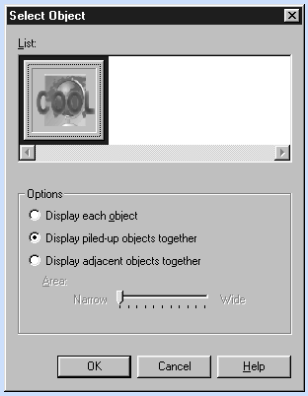
The objects selected on the Object Stack

2. Click **File --> Save Wizard for Web** on the menu bar. The Save Wizard (Specify Objects) dialog appears.



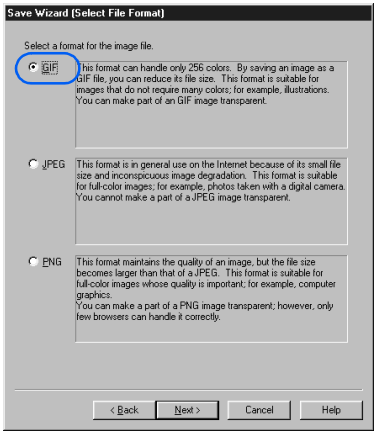
3. Confirm that the **Save the selected objects** check box is already selected.

If no object has been selected, the **Specify the objects** check box is selected. In such a case, click the **Specify** button, and select objects by using the Select Object dialog.

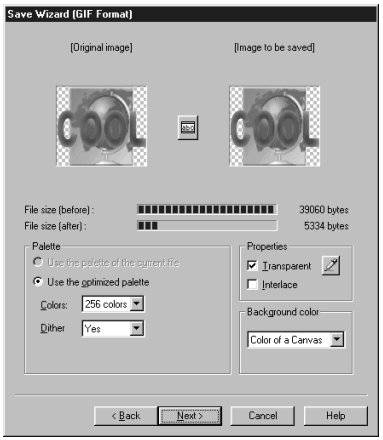


4. Click the **Next** button. The Save Wizard (Select File Format) dialog appears.

5. Select any one of the three image file formats: **GIF**, **JPEG**, and **PNG**. For this example, select **GIF**, the most popular format.



6. Click the **Next** button. A dialog for the file format you have selected appears.



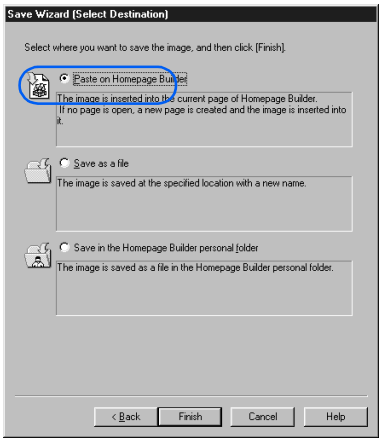
This dialog enables you to configure settings specific to the file format you have selected. For details, click the **Help** button in the dialog.

7. Click the **Next** button. The Save Wizard (Select Destination) dialog appears.

8. To determine where the image file is to be saved or sent, select one of the following radio buttons:

   - **Paste on Homepage Builder:** Pastes the image file into the page being edited in the Homepage Builder main window. (If no page is open, a blank page is automatically created, and the image file is pasted on the page.)
   - **Save as a file:** Gives the file name, and saves the file in any folder.
   - **Save in the Homepage Builder personal folder:** Gives the file name, and saves the file in the Personal Folder. (To use files in the Personal Folder, click the **Gallery** tab of either Homepage Builder or WebArt Designer, click the **Gallery** button, and then select **Personal folder**.)

   For this example, select the **Paste on Homepage Builder** radio button.



9. Click the **Finish** button. The image file is pasted on the cursor position within the Homepage Builder editing area.

How to edit objects again

Because objects saved by using the Save Wizard function always become ordinary image files, you cannot edit the original logo, button, and photo frame objects after saving them. If you want to edit them again, you must save them temporarily in the WebArt file format (*.mif) by doing either of the following:

- To save only objects you have selected, click **File --> Save Object** on the menu bar, and then specify the location and the file name in the Save Object dialog. To open a file that has been saved by this method, click **Edit --> Paste from File** on the menu bar, and then select the file in the Paste from File dialog.
- To save the Canvas itself, with all the objects displayed on it, click **File --> Save Canvas As** on the menu bar, and then specify the location and the file name in the Save Canvas As dialog. Be sure to select **WebArt files (*.mif)** as the image format. To open a file that has been saved by this method, click **File --> Open Canvas** on the menu bar, and then select the file in the Open Canvas dialog.

Creating logos

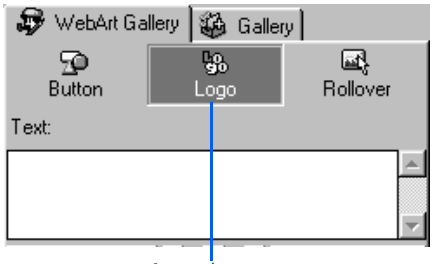
Text to which an effect has been applied is called a *logo* (a *logo object*, to be exact). This section explains two methods for creating logos:

- Using a sample logo
- Using the Logo Wizard

Using a sample logo

With this method, you can create a logo by using the **WebArt Gallery** tab of the Template Gallery, and paste it on the Canvas.

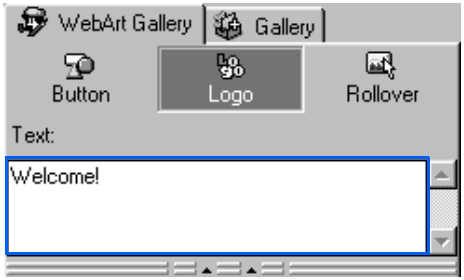
1. On the **WebArt Gallery** tab, click the **Logo** button.



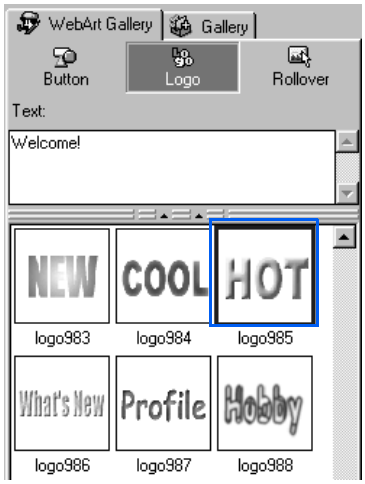
Logo button

Sample logo files appear.

2. Type any text in the **Text** box. For example, type `Welcome!`.



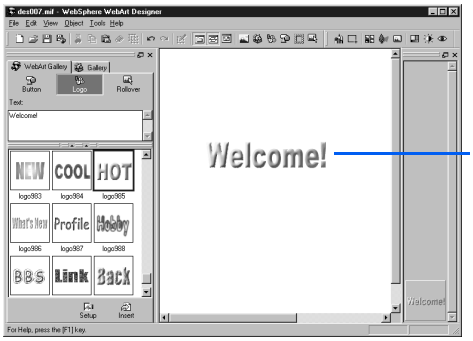
3. Select one of the logo files below the **Text** box. A focus frame appears on the border of the selected file.



4. Click the **Insert** button.

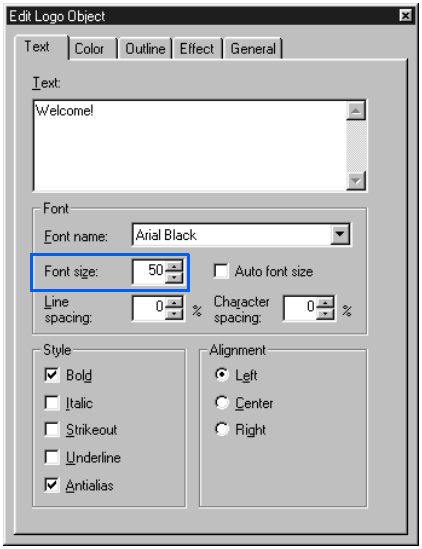
Insert button

A logo is created on the Canvas.



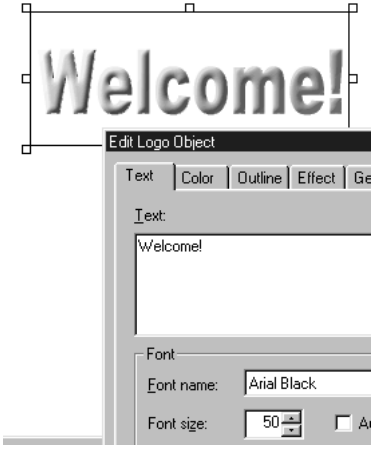
5. To change the font size of the logo, click **Edit --> Edit Object** on the menu bar. The Edit Logo Object dialog appears.

6. On the **Text** tab, specify the font size by points in the **Font size** field.

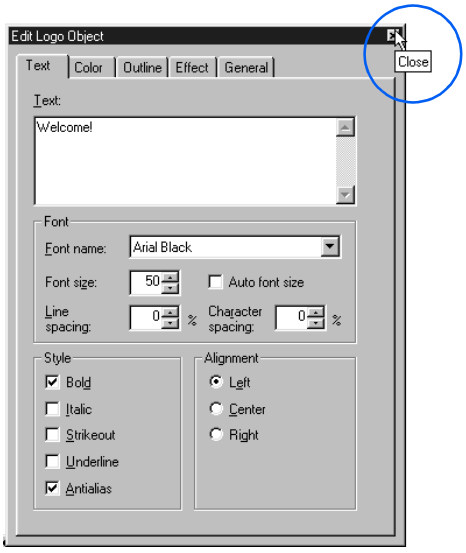


The Edit Logo Object dialog has five tabs. You can change the attributes of the selected logo on each tab.

7. If you click another item in the dialog, the size of the logo on the Canvas changes.



8. To close the Edit Logo Object dialog, click the **X** button at the upper right corner of the dialog.

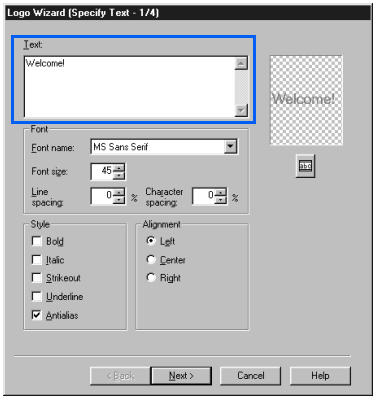


Using the Logo Wizard

With this method, you can use the Logo Wizard dialog to specify the logo's text, color, outline, and effect, one by one, until the logo is created.

1. Click **Object --> Logo Wizard** on the menu bar. The Logo Wizard (Specify Text - 1/4) dialog appears.

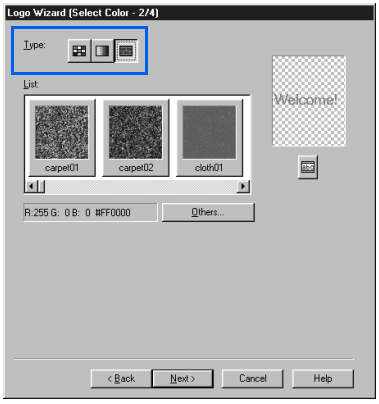
2. Type any text in the **Text** box. For this example, type `Welcome!`.



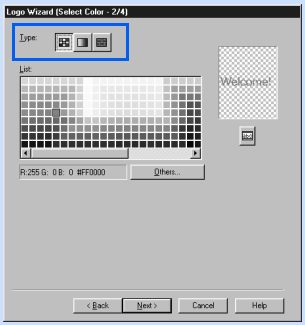
This dialog enables you to specify the font, style, and alignment of the logo.

3. Click the **Next** button. The Logo Wizard (Select Color - 2/4) dialog appears.

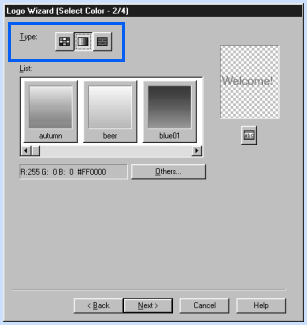
4. From **Type**, click one of three buttons. For this example, click the right button.



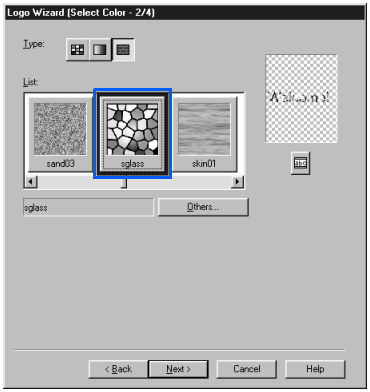
- If you click the left button, you can select a plain color from **List**.



- If you click the middle button, you can select a gradation from **List**.



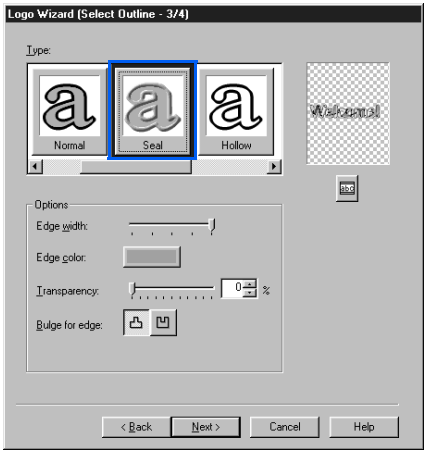
5. Select a texture from **List**. For this example, select **sglass**.



- To display other items in the list, drag the scroll bar below the **List** to the right.
- The preview image on the right enables you to view the results of your changes.

6. Click the **Next** button. The Logo Wizard (Select Outline - 3/4) dialog appears.

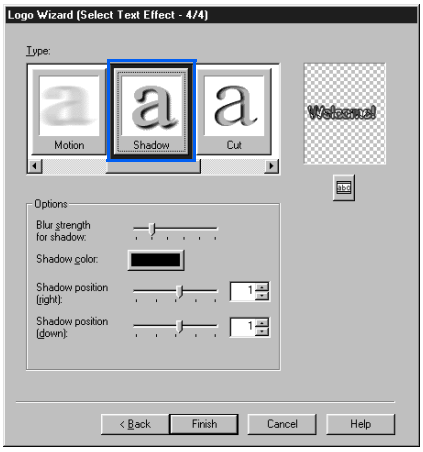
7. From **Type**, select an outline pattern. For this example, select **Seal**.



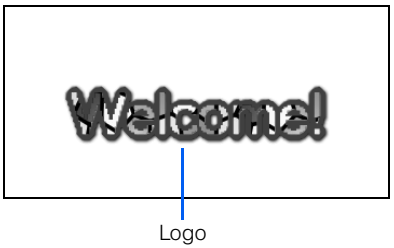
8. If necessary, change the options of that outline in the **Options** group. For this example, click the colored button next to **Edge color** to change the default color to another color.

9. Click the **Next** button. The Logo Wizard (Select Text Effect - 4/4) dialog appears.

10. From **Type**, select a logo effect. For this example, select **Shadow**.



11. Click the **Finish** button. A logo is created on the Canvas.



To change the size of a logo, select the logo object, and then drag one of the square white knobs around the logo (except the one at the upper right corner, which is used for rotating the object). To change the logo size without changing the ratio of the height to the width, press and hold the Shift key, and then drag one of the knobs at the corners.

Creating buttons

A button-like figure to which an effect has been applied is called a *button* (a *button object*, to be exact). This section explains two methods for creating buttons:

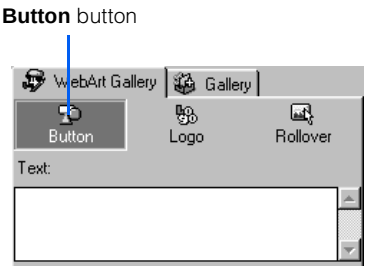
- Using a sample button
- Using the Button Wizard

Using a sample button

This method uses the **WebArt Gallery** tab of the Template Gallery.

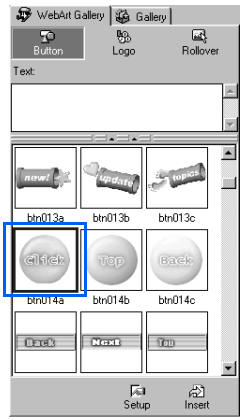
Each button on the **WebArt Gallery** tab is composed of multiple objects (for example, the button, logo, and image objects).

1. On the **WebArt Gallery** tab, click the **Button** button.

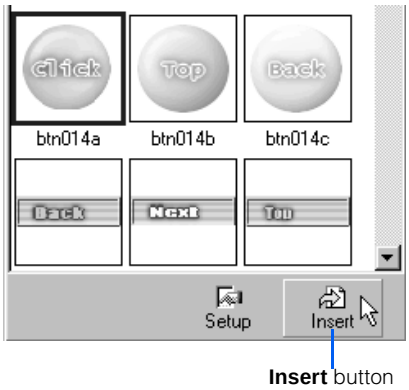


Sample button files appear.

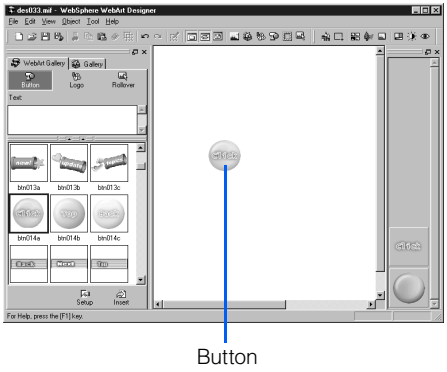
2. Select one of the buttons below the **Text** box. A focus frame appears on the border of the selected file.



3. Click the **Insert** button.



The selected button is pasted on the Canvas.



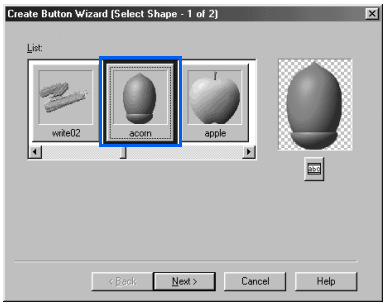
If you enter any text in the **Text** box before clicking the **Insert** button, it replaces any text on the selected button; however, if the number of the characters in the **Text** box is different from the number of the characters on the button, the size balance of the text (specifically, the logo object) and other objects will be lost. If the size balance is lost, you should change the size of the logo (see the Tip on the preceding page).

Using the Button Wizard

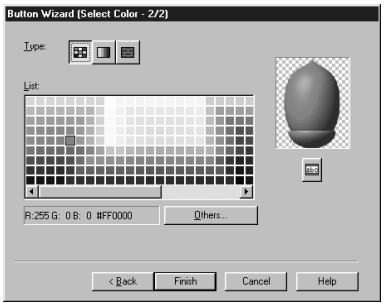
With this method, you can use the Button Wizard dialog to specify the button's shape and color until the button is created.

1. Click **Object --> Button Wizard** on the menu bar. The Button Wizard (Select Shape - 1/2) dialog appears.

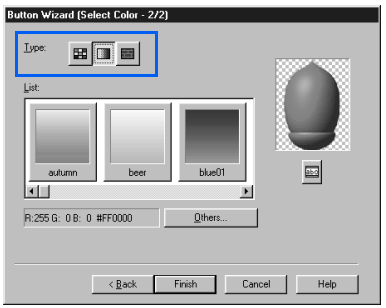
2. Select a shape from **List**. For this example, select **acorn**.



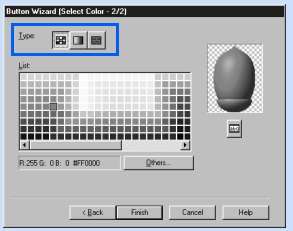
3. Click the **Next** button. The Button Wizard (Select Color - 2/2) dialog appears.



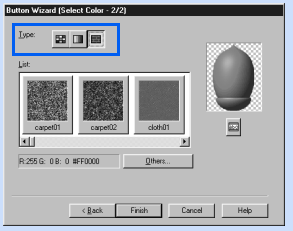
4. Click one of the three buttons on **Type**. For this example, click the middle button. Sample gradations appear in the **List** box.



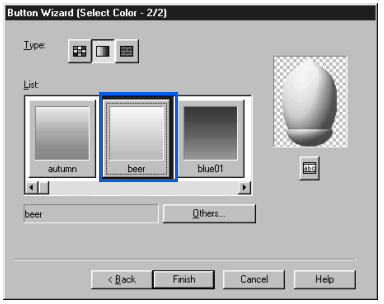
- If you click the left button, you can select a plain color from **List**.



- If you click the right button, you can select a texture from **List**.

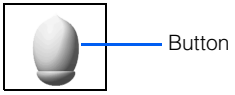


5. Select a gradation from **List**. For this example, select **beer**.



- To display other items in the list, drag the scroll bar below the **List** to the right.
- The preview image on the right enables you to view the results of your changes.

6. Click the **Finish** button. A button is created on the Canvas.



To create a lettered button, first create a button, next create a logo (see the previous section "Creating logos"), and then combine them.

Creating rollover images

An image in a Web browser that is replaced by another when the mouse pointer is placed on it, and then reverts to the original image when the mouse pointer is moved away, is called a *rollover image*. Rollover images add visual effects and movement to your pages.

You can create rollover images with the Homepage Builder main program, but you can create more elaborate ones with WebArt Designer. WebArt Designer also offers handy materials for rollover images.

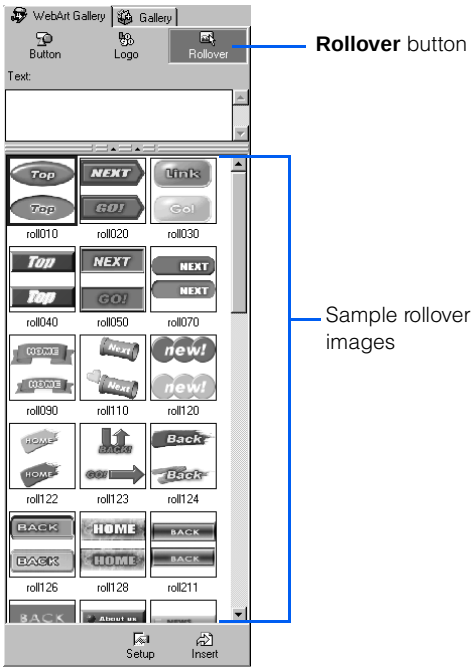
This section explains two ways to create a rollover image:

- Using a sample rollover image
- Specifying two images to be used in a rollover image

Using a sample rollover image

WebArt Designer offers a variety of sample rollover images. By using them, you can create your own rollover image easily.

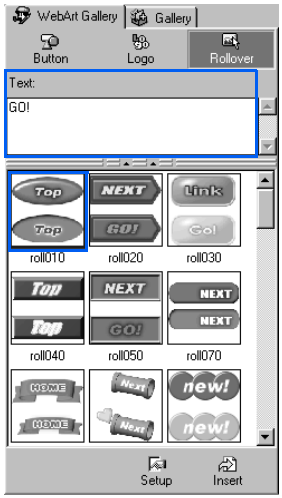
1. Click the **WebArt Gallery** tab, and then click the **Rollover** button. Sample materials for rollover images are listed.



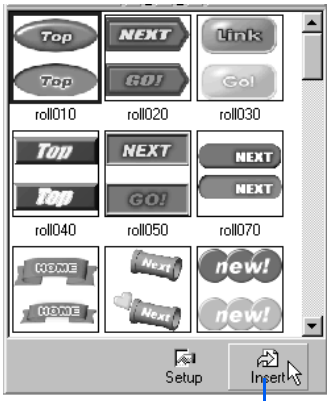
Each sample consists of a pair of images: the original image and an image that replaces it when the mouse pointer is placed on it.

2. Select one of the sample materials. The selected material is enclosed by a focus frame.

3. To replace the text of the material, type the new text in the **Text** box. For this example, type `GO!`.



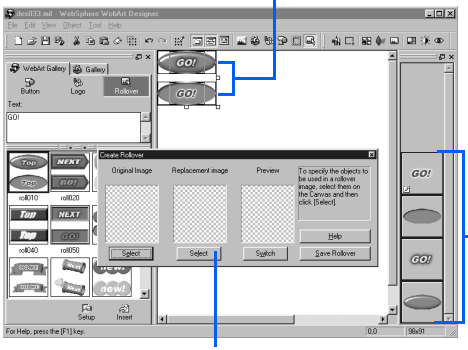
4. Click the **Insert** button.



Insert button

The material with the specified text is pasted on the Canvas. The Object Stack (the area on the right side) displays all the objects that compose the pair of images pasted on the Canvas. In addition, the Create Rollover dialog appears

A pair of images



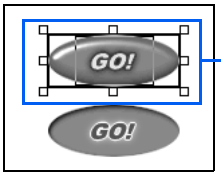
The Create Rollover dialog

All the objects that compose the pair of images

- A pair of images consists of multiple objects—typically, two logos and two buttons.
- If you have replaced the text with the new one, the size of the logos may not match that of the buttons. To adjust the size, select a logo, click **Edit --> Edit Object** on the menu bar, and then change the font size and other settings in the Edit Logo Object dialog.

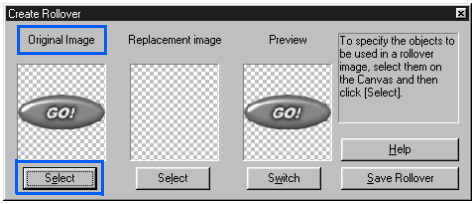
5. Select one or more objects to be used as the original image in either of the following ways. In this example, select two objects: a logo and a button.

- On either the Canvas or the Object Stack, click each object you want to select while pressing and holding the Ctrl key. Each object you have clicked is enclosed in a frame to show that it has been selected.
- On the Canvas, drag diagonally from the upper left to the lower right to enclose all the objects you want to select. When you release the mouse button, all the objects within the enclosed area are selected, and are surrounded by square knobs.

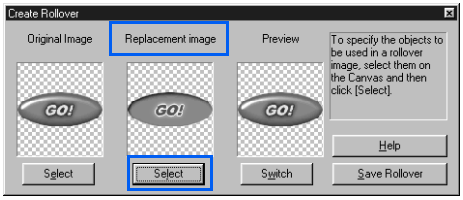


Two objects have been selected.

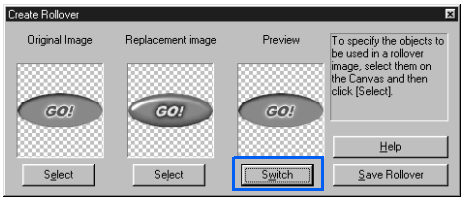
6. In the Create Rollover dialog, click the **Select** button below **Original image**. The selected objects are displayed in the left and right boxes.



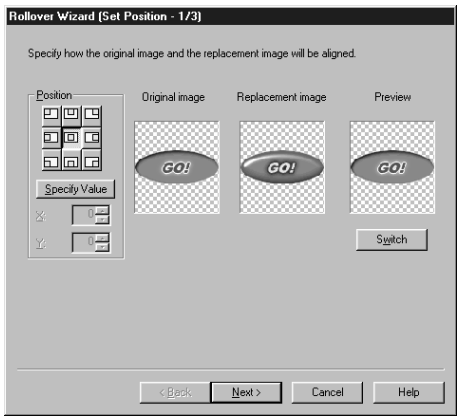
7. In the same way, select one or more objects to be used as the replacement image, and then click the **Select** button below **Replacement image**. The selected objects are displayed in the middle box. To confirm that one of the images replaces the other, place the mouse pointer on the image displayed below **Preview**.



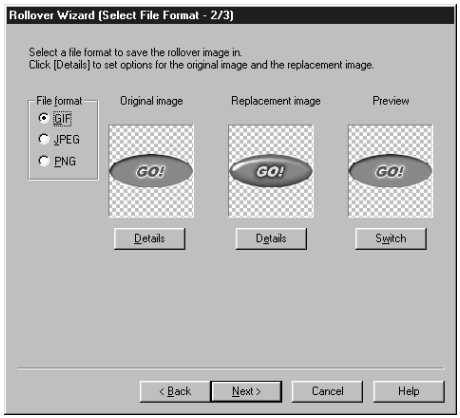
8. If you want to reverse the roles of the two images, click the **Switch** button.



9. Click the **Save Rollover** button. The Rollover Wizard (Set Position - 1/3) dialog appears.

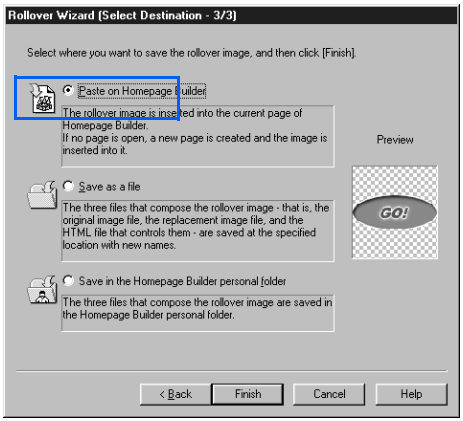


10. Click the **Next** button. The Rollover Wizard (Select File Format - 2/3) dialog appears.

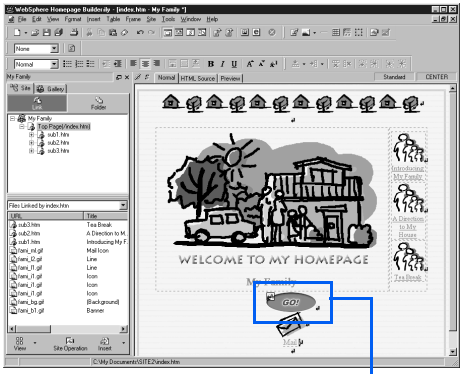


11. Click the **Next** button. The Rollover Wizard (Select Destination - 3/3) dialog appears.

12. Select the place where the image file is to be saved or sent. For this example, select **Paste on Homepage Builder**.



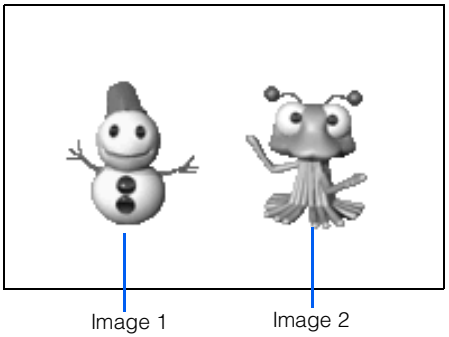
13. Click the **Finish** button. A rollover image is sent to Homepage Builder, and inserted at the cursor position on the page being edited.



A rollover image is inserted into the page being edited.

Specifying two images to be used in a rollover image

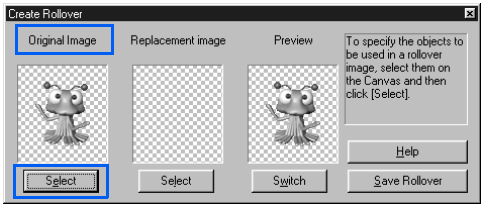
1. Paste two images on the Canvas.



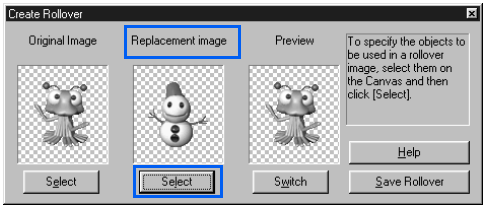
You can even combine multiple objects and convert them into a single image file.

2. Click **Object --> Create Rollover** on the menu bar. The Create Rollover dialog appears.

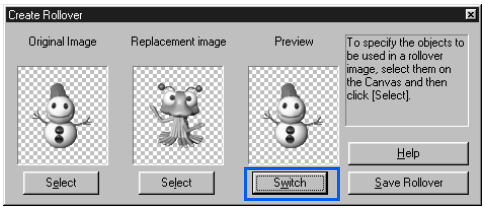
3. From the Canvas, select one or more objects to be used as the original image. Then click the **Select** button below **Original image**. The selected objects are displayed in the left and right boxes.



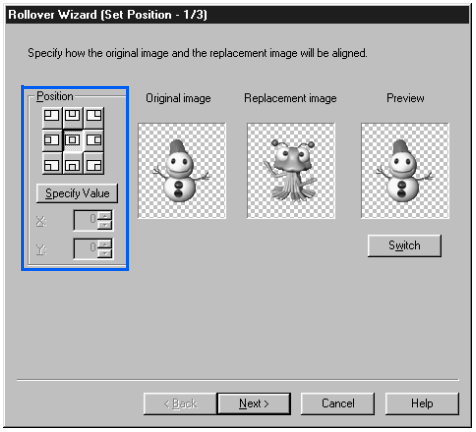
4. From the Canvas, select one or more objects to be used as the replacement image. Then click the **Select** button below **Replacement image**. The selected objects are displayed in the middle box.



5. If you want to reverse the roles of the two images, click the **Switch** button.

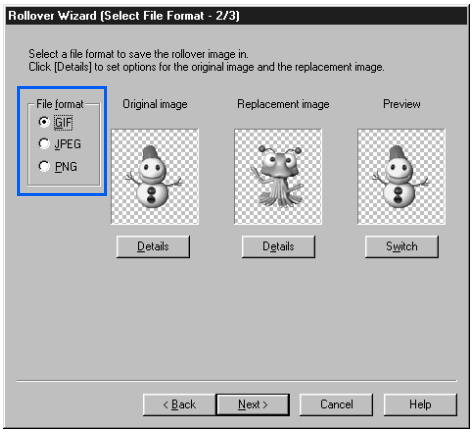


6. Click the **Save Rollover** button. The Rollover Wizard (Set Position - 1/3) dialog appears.



7. If the two images have different sizes, specify the position where the two images are to fit by clicking one of the nine buttons in the **Position** group. The images displayed in the dialog change their sizes accordingly.

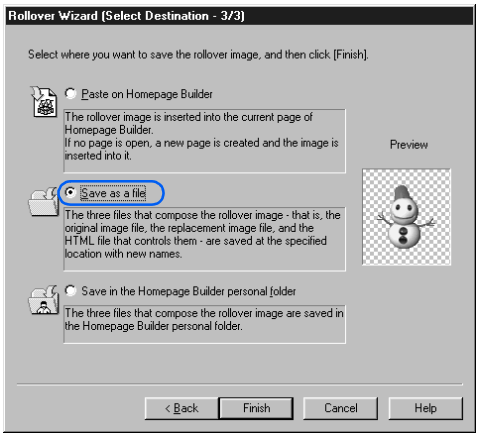
8. Click the **Next** button. The Rollover Wizard (Select File Format - 2/3) dialog appears.



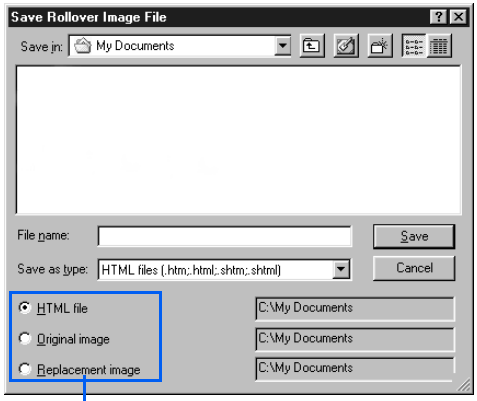
9. Select any one of three image file formats: **GIF**, **JPEG**, and **PNG**. If you want to change settings for the format you have selected, click the **Details** button, and then change the settings in the Attribute Settings dialog.

10. Click the **Next** button. The Rollover Wizard (Select Destination - 3/3) dialog appears.

11. Select the place where the image file is to be saved or sent. For this example, select **Save as a file**.



12. Click the **Finish** button. The Save Rollover Image File dialog appears.



Select these one by one, and specify each file name.

13. From **Save in**, select the folder where you want to save the three files that make up a single rollover image (the two image files and a single HTML file that controls them).

14. Select the **HTML file** radio button, and enter the name for the HTML file in **File name**.

If you type a name for the HTML file, both the name for the original image file and that for the other image file are automatically set. For example, if you type `ROLL01` as the name for the HTML file, the name for the original image file is set to ROLL01_n_image, and that for the other image file is set to ROLL01_m_image. Although you can change those names, you should not, because they signify the relationship among the three files.

15. Select the **Original image** radio button, and enter the name for the original image file in **File name**.

16. Select the **Replacement image** radio button, and enter the name for the other image file in **File name**.

17. Click the **Save** button. The three files are saved.

How to paste the files of a rollover image on Homepage Builder

If you have selected the **Save as a file** radio button in the Rollover Wizard (Select Destination - 3/3) dialog, the three files that compose a single rollover image are saved in any folder you specify. To paste this rollover image on the Homepage Builder editing area, do the following:

1. On the **Gallery** tab of Homepage Builder, click the **Folder** button.
2. From the upper half of the **Gallery** tab, select the folder where you have saved the three files. The files in the folder are listed on the lower half.
3. From the file list, select the HTML file that composes the rollover image.
4. Click the down-arrow button next to the **Insert** button, and then select **Insert This File into Page** from the pop-up menu.
5. Select the **Insert an HTML file** radio button in the Insert File dialog, and then click the **OK** button.

If you have selected the **Save in the Homepage Builder personal folder** radio button in the Rollover Wizard (Select Destination - 3/3) dialog, the three files that compose a single rollover image are saved in the Personal Folder. To paste this rollover image into the Homepage Builder editing area, do the following:

1. On the **Gallery** tab of Homepage Builder, click the **Gallery** button.
2. From the upper half of the **Gallery** tab, select **Personal folder**. The files in the Personal Folder are listed on the lower half.
3. From the file list, select the HTML file that composes the rollover image.
4. Click the down-arrow button next to the **Insert** button, and then select **Insert This File into Page** from the pop-up menu.
5. In the Insert File dialog, select the **Insert an HTML file** radio button, and then click the **OK** button.

Decorating a photographic image with a frame

You can decorate your photographic images with beautiful photo frames, and insert them on your pages. You can also retouch the photographic images, and give effects to them.

Pasting a photographic image on the Canvas

Before doing the following operations, be sure to save the photographic image in a hard disk or removable media on your computer.

1. Click **Edit --> Paste from File** on the menu bar. The Paste from File dialog appears.
2. Select a photographic image file, and then click the **Open** button. The image is pasted on the Canvas.

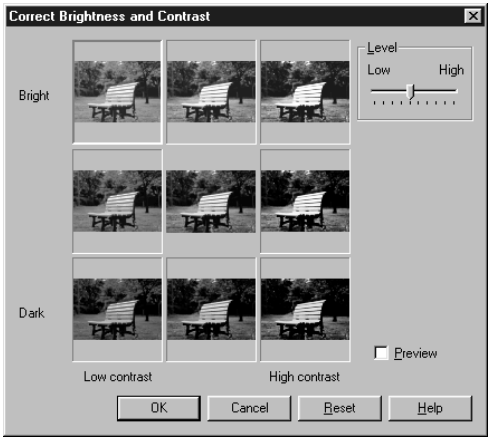
Image files in such formats as GIF, JPEG, PNG, BMP, TIFF, FlashPix, Photo CD, and Windows metafile can be pasted onto the Canvas of WebArt Designer.

Brightening the image

Photographic images taken by digital cameras are often dark and fuzzy. To brighten a photographic image you have pasted on the Canvas, do the following:

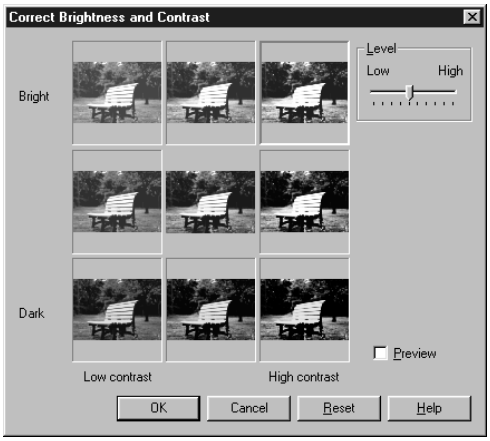
1. Select the photographic image on the Canvas.

2. Click **Tools --> Brightness and Contrast** on the menu bar. The Correct Brightness and Contrast dialog appears.



This dialog enables you to correct the brightness and contrast of the selected image. It shows nine images; the image that is currently selected on the Canvas is displayed in the center. The other eight images have slightly different brightness and contrast.

3. Click the best image among the nine images displayed. For example, if you click the upper right image, it moves to the center.



Because digital images are often dark and fuzzy, the upper right image, which is bright and sharp, may be the best one.

4. Select the **Preview** check box. The brightness and contrast of the image on the Canvas are changed.

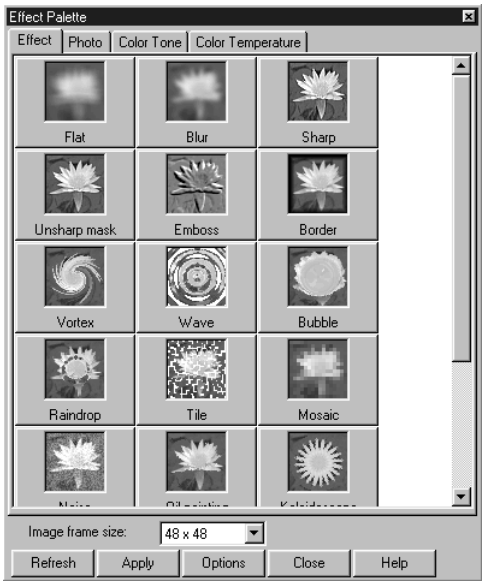
5. To finish, click the **OK** button. To redo, click the **Reset** button, move the **Level** slider, select the best image, and then click the **OK** button. The brightness and contrast of the selected image is corrected.

Applying an effect to the image

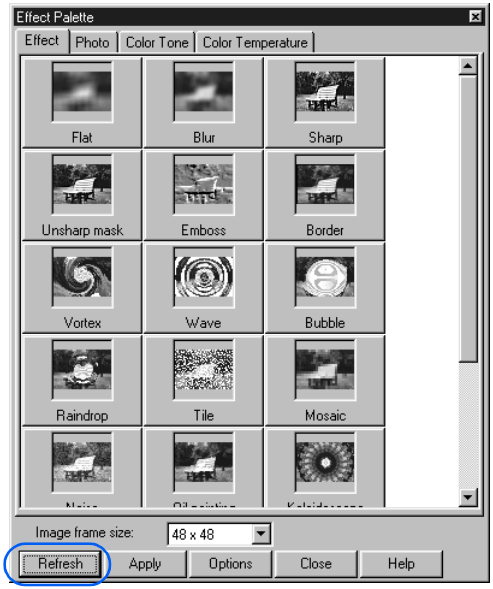
To apply an effect to an image on the Canvas, do the following:

1. Select the photographic image on the Canvas.

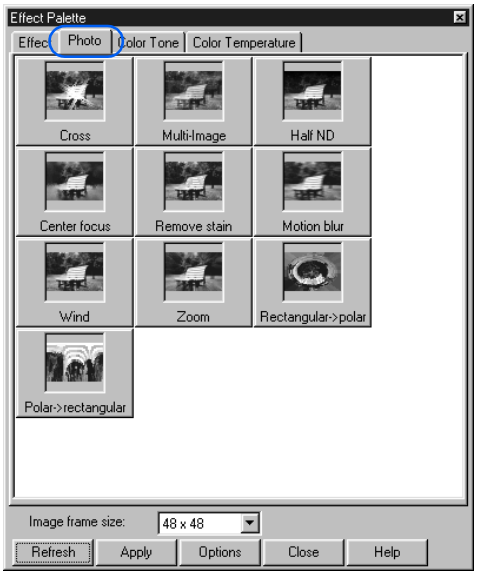
2. Click **Tools --> Effect** on the menu bar. The Effect Palette dialog appears.



3. Click the **Refresh** button. You can view how the selected image would change if each effect were applied to it.



4. Click the **Photo** tab. A list of effects suitable for photographic images appears:



5. Double-click a button for the optimum effect. The effect is applied to the image on the Canvas.

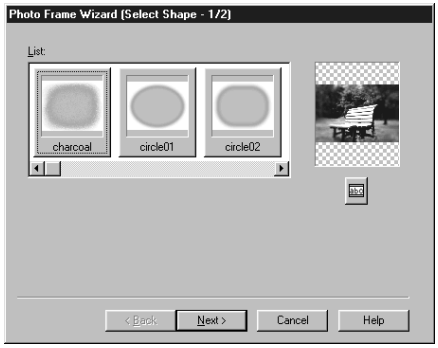
6. To finish, click the **Close** button. To redo, undo the previous operation by clicking **Edit --> Undo** on the menu bar, double-click another effect button, and then click the **Close** button.

Creating a photo frame

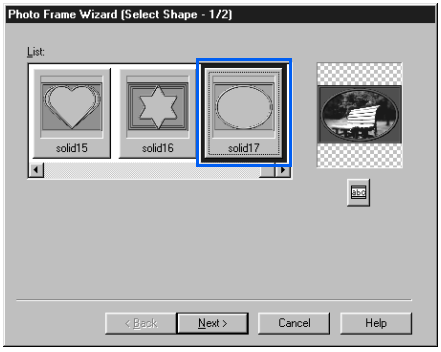
After pasting and retouching a photographic image, you can create a photo frame object, and then paste it on the image.

1. Select the photographic image on the Canvas.

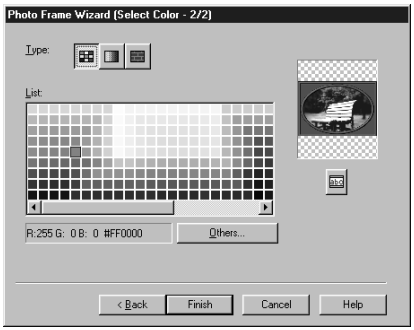
2. Click **Object --> Photo Frame Wizard** on the menu bar. The Photo Frame Wizard (Select Shape - 1/2) dialog appears.



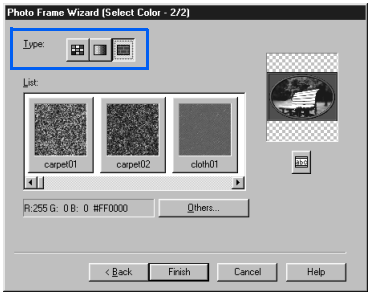
3. Select a shape from **List**.



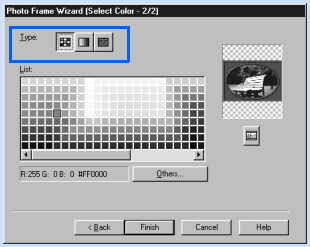
4. Click the **Next** button. The Photo Frame Wizard (Select Color - 2/2) dialog appears.



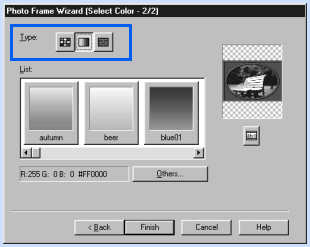
5. Select a button from **Type**. For example, if you click the right button, a list of textures appears in **List**.



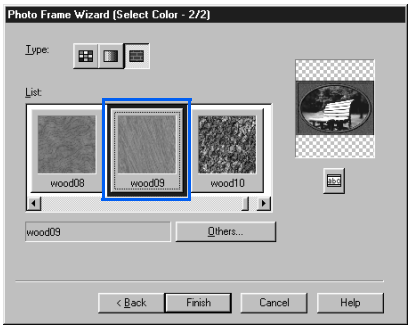
- If you have clicked the left button, you can select a plain color from **List**.



- If you have clicked the middle button, you can select a gradation from **List**.



6. Select a texture from **List**. For this example, select **wood09**.



- To display other items in the list, drag the scroll bar below the **List** to the right.
- The preview image on the right enables you to view the results of your changes.

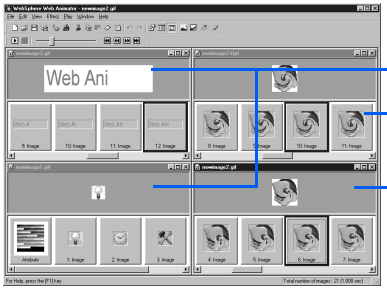
7. Click the **Finish** button. The image on the Canvas is decorated with the created photo frame.

18 Web Animator

Web Animator is one of the accessory tools included in Homepage Builder. Web Animator assists you in creating animated GIF files.

An *animated GIF* is a kind of GIF image. It is composed of multiple images. You can paste it in your page just as you do other images. When viewed on Web browsers, it appears to move.

This chapter describes the main functions of Web Animator.



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★★ Creating an animation from one or more images 354
★★ Creating an animation from text 359
★ Reducing the file size 361

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

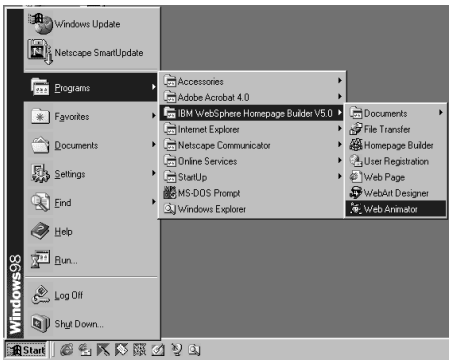
Starting and ending Web Animator

This section describes how to start and end Web Animator. It also explains how to use the Startup dialog and the main window of Web Animator.

Starting Web Animator

To start Web Animator, do either of the following:

- Click **Start --> Programs --> IBM WebSphere Homepage Builder V5.0 --> Web Animator** in the Windows taskbar.



or:

- Click **Tools --> Web Animator** on the menu bar of Homepage Builder.

Using the Startup dialog

To use the Startup dialog, which appears when you start Web Animator, click any one of the following buttons:

Creates an animation using the Animation Wizard dialog. Clicking this button has the same effect as clicking **File --> Animation Wizard** on the menu bar.

Creates a blank animated GIF file. Clicking this button has the same effect as clicking **File --> New** on the menu bar.

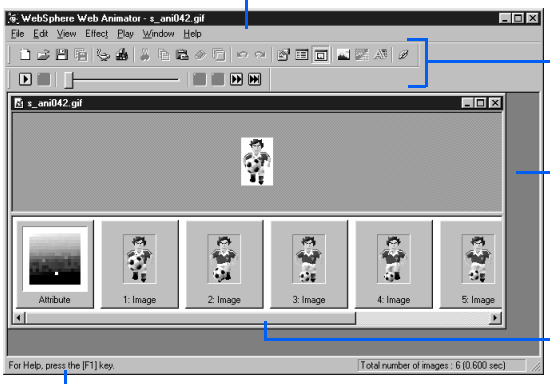
Opens an animated or nonanimated GIF file. Clicking this button has the same effect as clicking **File --> Open** on the menu bar.

Opens an animated GIF file from the Gallery. Clicking this button has the same effect as clicking **File --> Open from Gallery** on the menu bar.

The online help provides details about Web Animator. If you encounter problems, or if you want to learn advanced techniques, click **Help --> Help Topics** on the menu bar.

Web Animator main window

If you click the **Close** button in the Startup dialog, the main window of Web Animator appears. At first nothing is displayed in the animation editing area. When you create an animation, an animation window is displayed in this area.



Menu bar
You can access all the Web Animator functions from the menu bar.

Toolbars
You can access frequently used functions from the buttons on the toolbars.

Animation editing area
When you create an animation, an animation window appears in this area.

Animation window
A single animation window corresponds to a single animated GIF file.

Status bar
The status bar displays useful information, which changes depending on the status of the main window.

Ending Web Animator

To end Web Animator, click **File --> Exit** on the menu bar.

Creating an animation from one or more images

You can:

- Create an animation from multiple images

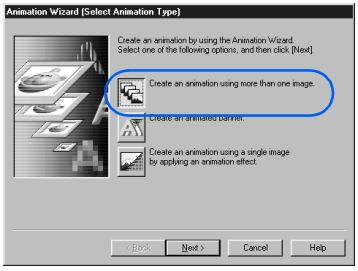
or:

- Create an animation from a single image by using an animation effect

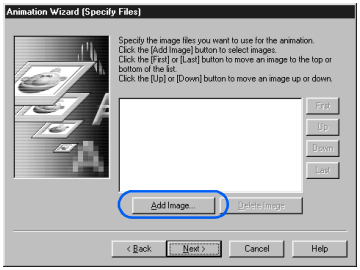
Creating an animation from multiple images

With this method, you can create an animated GIF file from two or more images. Use this method only if you have prepared all the images to be included in your animation.

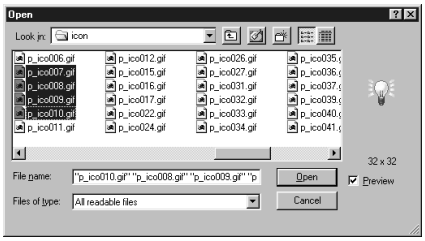
1. Display the Animation Wizard (Select Animation Type) dialog in either of the following ways:
   - Click the **Animation Wizard** button in the Startup dialog.
   - Click **File --> Animation Wizard** on the menu bar.
2. Confirm that the **Create an animation using more than one image** button is selected.



3. Click the **Next** button. The Animation Wizard (Specify Files) dialog appears.

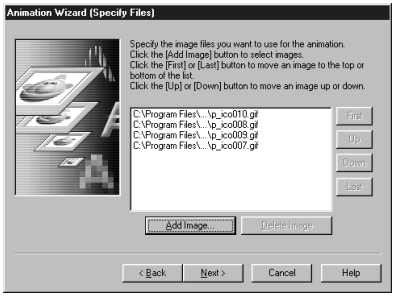


4. Click the **Add Image** button. The Open dialog appears.
5. Select one or more image files. To select multiple files, click each file while pressing and holding the Ctrl key or the Shift key.



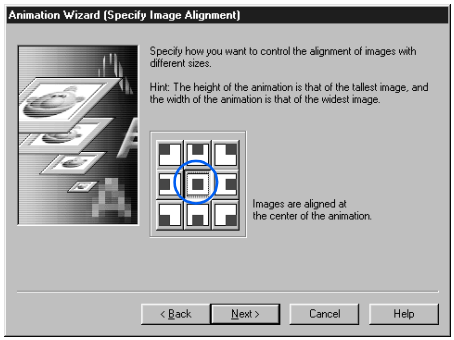
> In this example, multiple image files are selected all at once. If you cannot select all the images at once—for instance, if the image files are in different folders—repeat steps **4** to **6** until you have selected all the images.

6. Click the **Open** button. The files you have selected are listed in the Animation Wizard (Specify Files) dialog.



- The order in which the files are listed in the Animation Wizard (Specify Files) dialog is the order in which they will be displayed in the animation. To change the order of the files, select any file name from the list and click the **First, Up, Down, Last** buttons until you have it in the desired place. Use this method to change the sequence of other files as needed.
- To delete a file, select its name, and then click the **Delete Image** button.

7. Click the **Next** button. The Animation Wizard (Specify Image Alignment) dialog appears. The button in the center is selected.



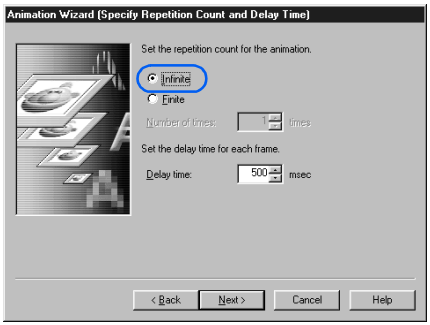
8. If you want to change the position of the frames, click the button other than the one in the center.

frame

Each image in an animation. Here, the image files you have selected by use of the Animation Wizard (Specify Files) dialog are called frames.

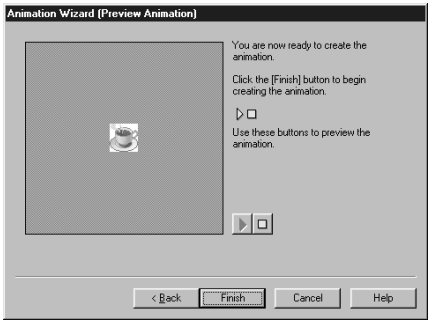
9. Click the **Next** button. The Animation Wizard (Specify Repetition Count and Delay Time) dialog appears.

10. Specify how many times you want to repeat the animation. For this example, select the **Infinite** radio button.



11. To change the delay time of each frame, enter a numeric value in **Delay time**, in milliseconds.

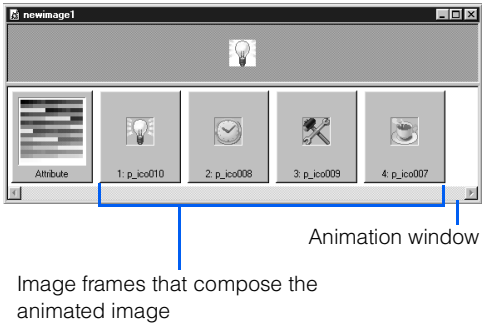
12. Click the **Next** button. The Animation Wizard (Preview Animation) dialog appears. Here you can preview the animation.



13. Click the **Finish** button.

To change specifications in the previous dialogs, click the **Back** button.

An animation window titled "newimage*xx*" appears. It displays all the image frames that compose the animated image.



A single animation window corresponds to a single animated GIF file.

14. Click **File --> Save As** on the menu bar. The Save As dialog appears.

15. Specify the location and the file name of the animated GIF file to be saved, and then click the **Save** button. The animation you have created is saved as a single animated GIF file.

16. To close the animation window, click **File --> Close** on the menu bar.

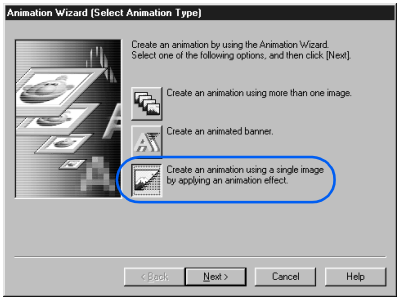
Creating an animation from a single image using an animation effect

With this method, you can easily create an animation from a single image.

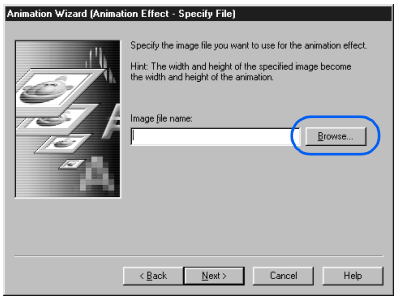
1. Display the Animation Wizard (Select Animation Type) dialog in either of the following ways:

   - Click the **Animation Wizard** button in the Startup dialog.
   - Click **File --> Animation Wizard** on the menu bar.

2. Select the **Create an animation using a single image by applying an animation effect** button.

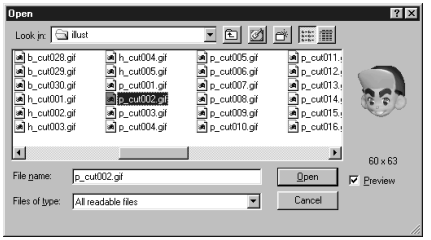


3. Click the **Next** button. The Animation Wizard (Animation Effect - Specify File) dialog appears.

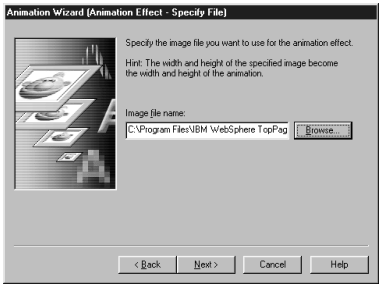


4. Click the **Browse** button. The Open dialog appears.

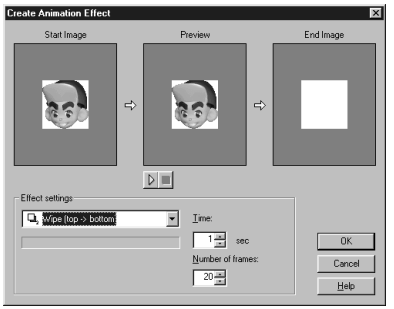
5. Select a single image file.



6. Click the **Open** button. The file you have selected is displayed in the Animation Wizard (Animation Effect - Specify File) dialog.

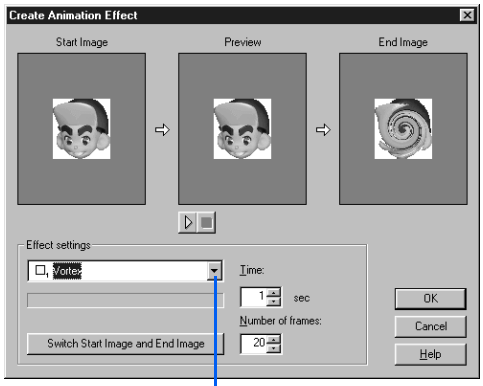


7. Click the **Next** button. The Create Animation Effect dialog appears.



With this dialog, you can specify the type of animation effect, the time that the whole animation will last, and the number of frames to be created by the animation effect.

8. Select an animation effect from the list box below **Effect settings**. For this example, select **Vortex.**



Click here, and then select an effect.

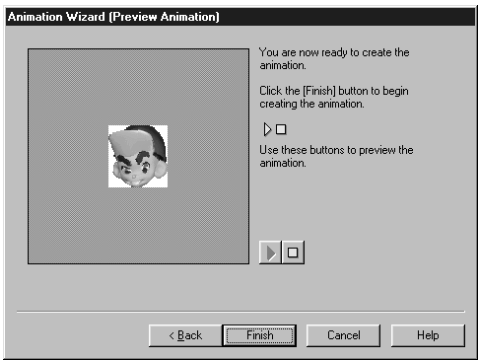
You can select any of the following effects:

- Wipe (top -> bottom, bottom -> top, right -> left, left -> right, in -> out, out -> in)
- Rectangle wipe (in -> out, out -> in)
- Mosaic wipe (regular, random)
- Scroll (top -> bottom, bottom -> top, right -> left, left -> right)
- Blend
- Blur
- Vortex
- Tile
- Mosaic
- Noise
- Oil painting
- Scatter
- Pinch
- Center focus
- Zoom
- Grayscale
- Bilevel
- Sepia
- Halftone
- Motion blur
- Wind
- Rotate (clockwise, counterclockwise)

9. To preview the animation, click the ▷ button.

10. If necessary, change the values for **Time** and **Number of frames**. You can also click the **Switch Start Image and End Image** button.

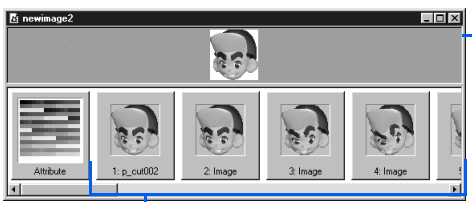
11. Click the **OK** button. The Animation Wizard (Preview Animation) dialog appears. In this dialog, you can preview the animation.



12. Click the **Finish** button.

To specify items in the previous dialogs again, click the **Back** button.

An animation window titled "newimage*xx*" appears. It displays all the image frames that compose the animated image.



Animation window

Image frames that compose the animated image

A single animation window corresponds to a single animated GIF file.

13. Click **File --> Save As** on the menu bar. The Save As dialog appears.

14. Specify the location and the file name of the animated GIF file to be saved, and then click the **Save** button. The animation you have created is saved as a single animated GIF file.

15. To close the animation window, click **File --> Close** on the menu bar.

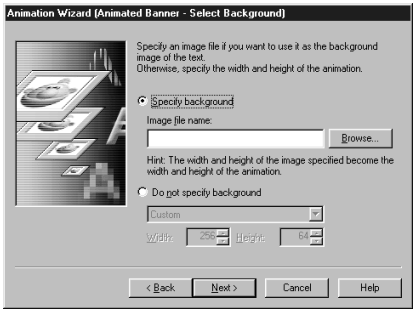
Creating an animation from text

To create an animation from text, you create multiple images by adding an animation effect to text, and then combine them into a single animated GIF file.

1. Display the Animation Wizard (Select Animation Type) dialog in either of the following ways:

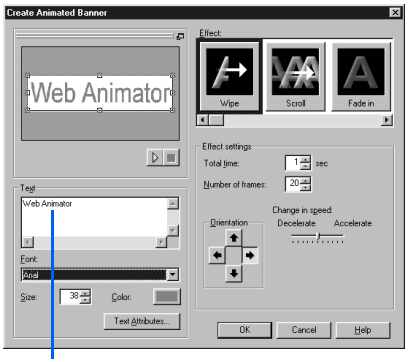
- Click the **Animation Wizard** button in the Startup dialog.
- Click **File --> Animation Wizard** on the menu bar.

2. Select the **Create an animated banner** button, and then click the **Next** button. The Animation Wizard (Animated Banner - Select Background) dialog appears.



3. To add an image to the background of text, select the **Specify background** radio button, and then specify an image file. Otherwise select the **Do not specify background** radio button.

4. Click the **Next** button. The Create Animated Banner dialog appears.



Enter text here.

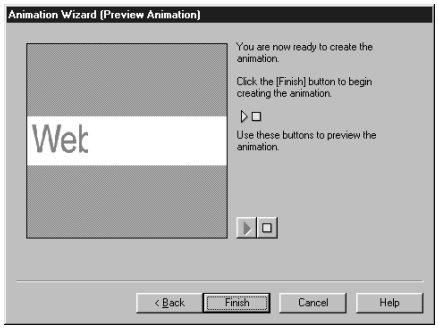
5. Enter text in the **Text** box. If necessary, change the font name, size, and color of the text.

- To change the text color, click the colored button next to **Color**, and then select a color (a plain color, a gradation, or a texture).
- To decorate the text, click the **Text Attributes** button, and then change items on the **Outline** or **Effect** tab of the Edit Logo Object dialog.

6. Select an effect.

- To preview the motion of an effect, point to the sample of it in **Effect**. To select an effect, click a sample.
- When you select an effect, the options you can set for the effect appear in the **Effect settings** group. Change the options, if necessary.
- To preview the animation, click the ▷ button.

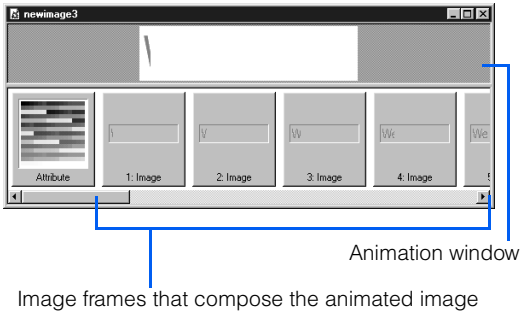
7. Click the **OK** button. The Animation Wizard (Preview Animation) dialog appears. In this dialog, you can preview the animation.



8. Click the **Finish** button.

To go back to step **3** and specify a different effect or different settings, click the **Back** button.

An animation window titled "newimage*xx*" appears. It displays all the image frames that compose the animated image.



A single animation window corresponds to a single animated GIF file.

9. Click **File --> Save As** on the menu bar. The Save As dialog appears.

10. Specify the location and the file name of the animated GIF file to be saved, and then click the **Save** button. The animation you have created is saved as a single animated GIF file.

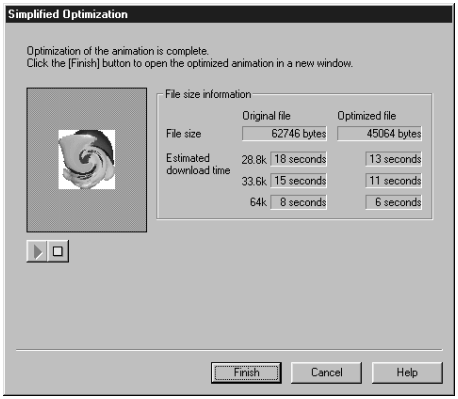
11. To close the animation window, click **File --> Close** on the menu bar.

Reducing the file size

To reduce the size of an animated GIF file, optimize the animation as described in this section. *Optimizing an animation* means reducing the size of an animated GIF file by omitting the overlapping parts of frames and by simplifying colors.

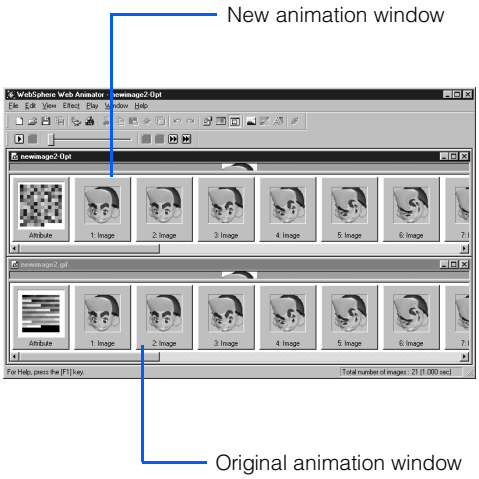
1. Click **File --> Open** on the menu bar, select an animated GIF file whose size you want to reduce, and click the **Open** button. An animation window opens.

2. Click **File --> Simplified Optimization** on the menu bar. A dialog that shows the processing status appears and disappears; then the Simplified Optimization dialog appears.



To see how much the file size has been reduced, compare the **Original file** value with the **Optimized file** value.

3. Click the **Finish** button. A new animation window titled "*xx*-Opt" appears (*xx* is the name of the original animated GIF file). The original animation window still remains open in the Web Animator main window.



Because optimization omits all extra information, it is difficult to edit an optimized animation. If you plan to edit the animation again, you should leave the original file as it is.

4. Click **File --> Save As** on the menu bar. The Save As dialog appears.

5. Specify the location and the file name of the animated GIF file to be saved, and then click the **Save** button. The optimized animation is saved as a single animated GIF file.

6. To close each animation window, click **File --> Close** on the menu bar.

How to optimize an animation while specifying option settings

The Simplified Optimization function uses a combination of the following default settings:

- Optimize an animation using the 256-color palette.
- Delete any comments.
- Omit the overlapped parts of frames.

If you want to change these settings, click **File --> Customized Optimization** (instead of **Simplified Optimization**) on the menu bar, and then optimize the animation while specifying option settings in the Optimize Animation dialog.

19 Other useful functions

This chapter describes other useful functions of Homepage Builder.

Before doing the tasks in this chapter

1. Start Homepage Builder.

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Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.

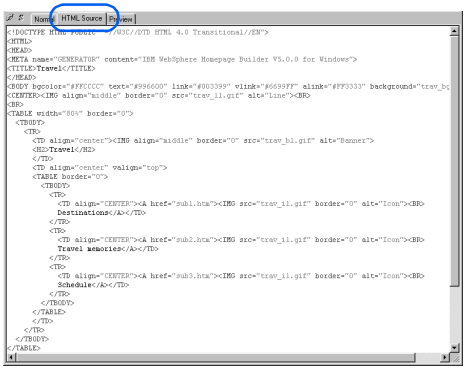
Editing HTML directly

For advanced users who know HTML tags well, or for those who want to enter HTML tags other than those Homepage Builder supports, Homepage Builder provides several functions for editing HTML directly.

Editing the HTML source

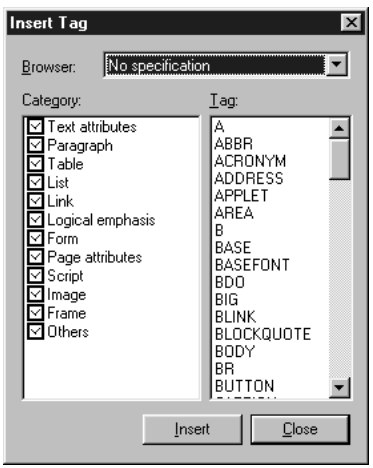
A page being edited has three tabs: the **Normal** tab, the **HTML Source** tab, and the **Preview** tab. To edit the HTML source, use the **HTML Source** tab.

1. Click the **HTML Source** tab of a page being edited. The HTML source of the page appears.



2. Edit the HTML source directly.

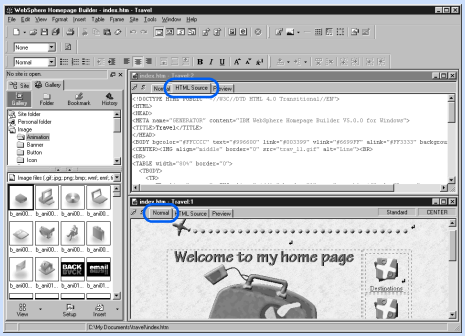
3. If you want to use a tool for entering HTML tags, click **Tools --> Insert Tag** on the menu bar. The Insert Tag dialog appears.



- To insert an HTML tag at the position of the cursor, select a tag name from the Insert Tag dialog, and click the **Insert** button.
- You can edit the contents of the **HTML Source** tab or the **Normal** tab while displaying the Insert Tag dialog.

4. When you finish editing, click the **Normal** tab to return to the WYSIWYG editor, where you can check the parts you have changed.

To open both the **Normal** tab and the **HTML Source** tab of the page being edited, click **File --> Open in New Window --> HTML Source** (or **Normal**) on the menu bar. To arrange two windows as nonoverlapping tiles, click **Window --> Tile** on the menu bar.



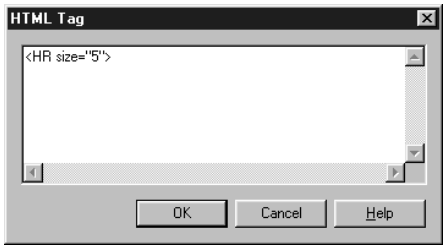
Entering an HTML tag with its attributes

Even on the **Normal** tab, you can enter an HTML tag with its attributes.

1. Move the cursor to the position at which you want to insert an HTML tag.

2. Click **Insert --> Others --> HTML Tag** on the menu bar. The HTML tag dialog appears.

3. Enter an HTML tag with its attributes.



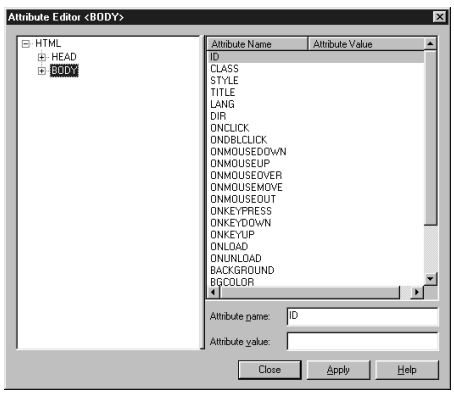
4. Click the **OK** button. The HTML tag is inserted at the position of the cursor.

Entering attributes to an existing element

For advanced users who know attribute keywords such as *align* and *src*, Homepage Builder provides the Attribute Editor dialog for use in entering attributes to an existing element.

1. Move the cursor onto the element whose attributes you want to change.

2. Click **Tools --> Attribute Editor** on the menu bar. The Attribute Editor dialog appears.



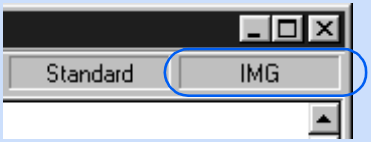
3. Select an attribute name from the list on the right. The attribute name is displayed in the lower **Attribute name** field.

4. Enter a value in **Attribute value**, and then click the **Apply** button. The attribute changes.

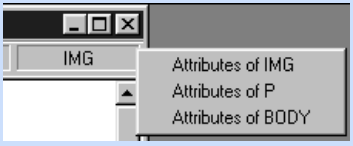
- The left half of the Attribute Editor dialog displays all the HTML tags used in the page being edited. Clicking one of the tags causes its attributes to be listed on the right half of the dialog.
- By using the Attribute Editor dialog, you can edit some of the attributes that the **Normal** tab cannot display.

How to display the Attributes dialog quickly

The upper right corner of the **Normal** tab displays the name of an HTML tag that is embedded at the cursor position.



It is actually a button. If you click it, a pop-up menu listing HTML tag names appears. The sequence of the tag names indicates the structure of the HTML tags on the page being edited.



To open the Attributes dialog quickly, select the tag name you want from the pop-up menu.

Creating a proper page for the target browser

The *target browser* is the type of Web browser you expect the visitors to your Web pages to use. Even if you have created pages, they mean nothing if the target browser cannot display them correctly. This section describes how to create a proper page for the target browser.

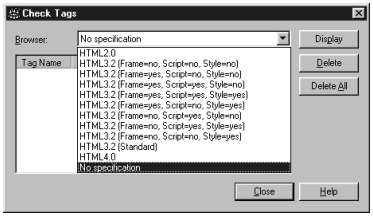
Checking whether an existing page is proper for the target browser

Different browsers support different sets of HTML tags. To check whether a page being edited uses only the proper HTML tags for your target browser, do the following:

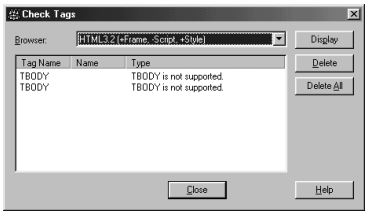
1. Click **Tools --> Target Browser --> Tag Check** on the menu bar. The Check Tags dialog appears.

2. Select the HTML specification of your target browser. For example:

   - For Internet Explorer 3.0 or Netscape Navigator 3.0, select **HTML 3.2 (Frame=yes, Script=no, Style=no)**.
   - For Netscape Navigator 4.0, select **HTML 3.2 (Frame=yes, Script=no, Style=yes)**.



   If any of the tags and attributes used in the page being edited are not supported by the HTML specification you have selected, they are listed in the Check Tags dialog.



3. To check the position where the tag is embedded within the page, select the tag name from the list, and then click the **Display** button.

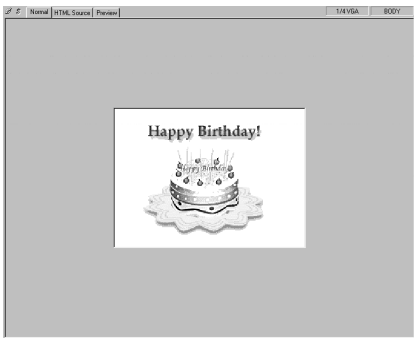
4. To delete a tag or an attribute from the page, select the tag name or the attribute name from the list, and then click the **Delete** button. To delete all the tags and attributes listed in the Check Tags dialog, click the **Delete All** button.

5. Click the **Close** button.

Creating a Web page for the 1/4 VGA screen

To create a Web page that can be viewed on a mobile device, you need special considerations. The following explains how to create a Web page for a 1/4 VGA screen.

1. Click **Tools --> Target Browser --> 1/4 VGA** on the menu bar. The size of the page editing area is reduced according to the selected browser.



2. Edit the page.

As long as your Web page fits in this area, it can be viewed properly on a monitor screen that supports 1/4 VGA.

Even if you create a Web page for a particular target browser, it may not be displayed properly if:

- the page is viewed on a different support level of the same target browser
- there are restrictions—for example, the number of colors used in an image or the file size—other than those related to HTML tags

You can circumvent these problems by checking how your page looks on an actual browser whenever you edit the page with Homepage Builder.

3. To restore the page editing area to the original size, click **Tools --> Target Browser --> Standard** on the menu bar.

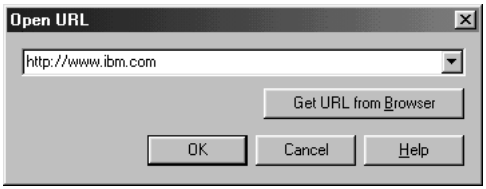
There are other types of target browsers (for example, VGA) in addition to 1/4 VGA and Standard. By clicking **Tools --> Target Browser** and a browser type on the menu bar, you can check how your page looks on each browser.

Downloading a page from the Internet

You can download a Web page whose URL begins with "http://", and save it on your computer.

1. Click **File --> Open URL** on the menu bar. The Open URL dialog appears.

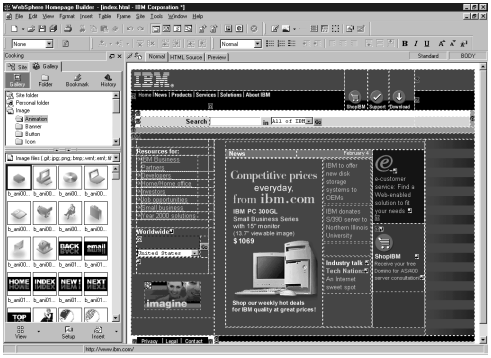
2. "http://" is already entered; enter the rest of the URL.



If the page you want to download is already open in your Web browser, click the **Get URL from Browser** button. The URL is automatically entered.

3. Click the **OK** button. A warning message appears.

4. Click the **No** button. The page is downloaded, and it opens in the page editing area.



5. To save all of the files associated with the page, click **File --> Save As** on the menu bar, specify a folder to include the files, and then click the **Save** button. All the files that compose the page are saved on your computer.

If you are using a proxy to access the Internet, you must first set information on the proxy server. For details, see the "Network tab" section in Appendix D.

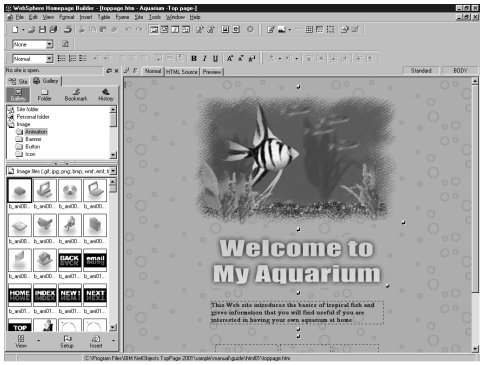
Adding your page to the templates offered by Homepage Builder

If you add your own page to the templates offered by Homepage Builder, you can use it as you do any other template.

Adding a page to the templates

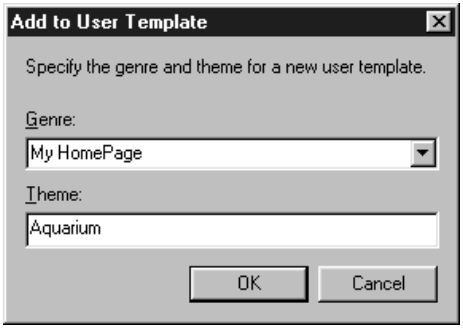
To add a page to the templates, do the following:

1. Open the page you want to add to the templates.



2. Click **File --> Template --> Add This Page to User Template** on the menu bar. The Add to User Template dialog appears.

3. Enter the genre of the page in **Genre**, and the theme in **Theme**.



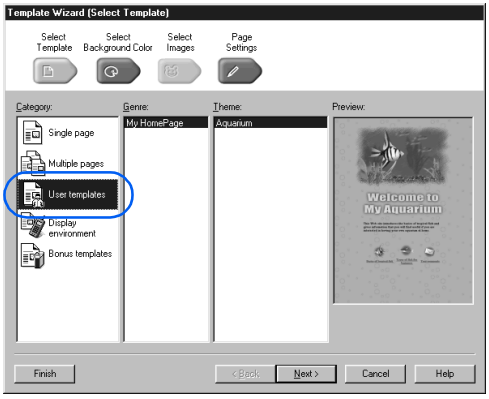
4. Click the **OK** button. The message "Added to the user templates" appears.

Using a user template you have added

You can use pages you have added to the templates in just the same way as the other templates offered by Homepage Builder.

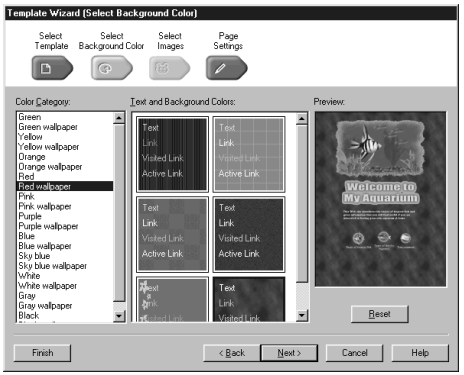
1. Click **File --> Template --> New Page from Template** on the menu bar. The Template Wizard (Select Template) dialog appears.

2. From **Category**, select **User templates**. Then select a genre and a theme. The selected template is displayed on the right side of the dialog.

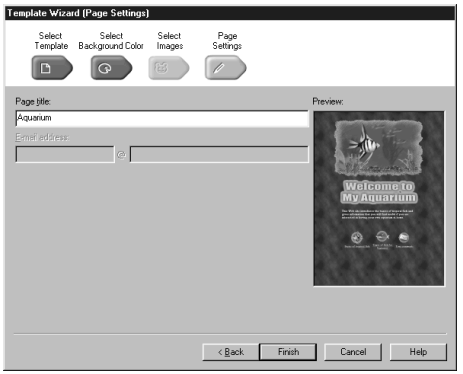


3. Click the **Next** button (or click **Select Background Color**). The Template Wizard (Select Background Color) dialog appears.

4. If necessary, change the items selected in the **Color Category** and the **Text and Background Colors** fields. The background color of the template changes accordingly.



5. Click the **Next** button (or click **Page Settings**). The Template Wizard (Page Settings) dialog appears. This dialog shows the title of the page created from this template.



6. To change the title of the page, overwrite the text in the **Page title** field.

7. Click the **Finish** button. A new page created from the user template is displayed in the page editing area. This page has not been saved.

8. Click **File --> Save As** on the menu bar. The Save As dialog appears.

9. Specify the location and the file name of the HTML file to be saved, and then click the **Save** button. The Save Files dialog appears.

10. Click the **OK** button. All the files are saved in the specified folder.

Using headings

This section explains how to change heading levels, and how to create the table of contents from headings.

Changing heading levels

A long, well organized page tends to have many headings. To change the levels of the headings in a page being edited, use the Heading Editor dialog.

1. Click **Tools --> Heading Editor** on the menu bar. The Heading Editor dialog appears. It lists all the headings (the <H1> to <H6> tags) in the page being edited.

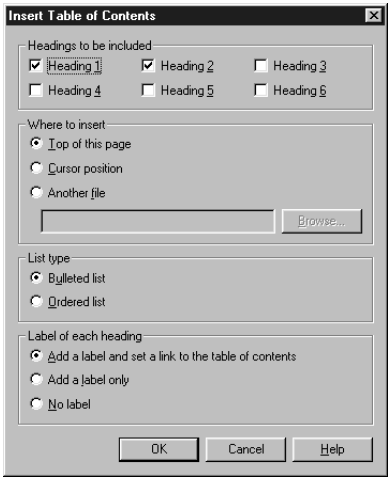
2. Select a heading whose level you want to change. To raise the level, click the **<<** button; or to lower the level, click the **>>** button. Repeat this operation until you have adjusted the levels of all the headings as desired.

3. Click the **OK** button.

Creating the table of contents from headings

You can create the table of contents from the headings in a page being edited.

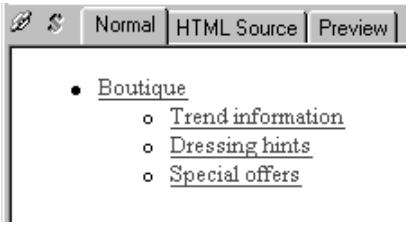
1. Click **Insert --> Others --> Table of Contents** on the menu bar. The Insert Table of Contents dialog appears.



2. To specify how the table of contents is to be created, do the following:

- From **Headings to be included**, select the heading levels you want to include in the table of contents.
- From **Where to insert**, select the location of the table of contents. If you select **Another file**, you must also specify a name for the output file.
- The table of contents is created in list format. Select a list type from **List type**.
- In the **Label of each heading** group, specify how the links and the labels are to be added:
  - To enable readers to jump both from the table of contents to the headings and from the headings to the table of contents, select the **Add a label and set a link to the table of contents** radio button.
  - To enable readers to jump only from the table of contents to the headings, select the **Add a label only** radio button.
  - To create only a table of contents (that is, to permit no jumps), select the **No label** radio button.

3. Click the **OK** button. A table of contents is created as you have specified.



Checking errors in a site

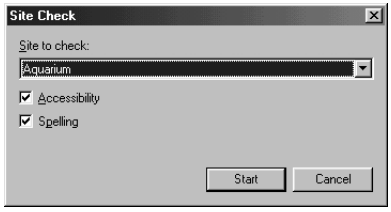
You can check all the files in a site for the following:

- **Accessibility:** Can persons with disabilities and persons of advanced age access your pages smoothly?
- **Spelling:** Have you misspelled any words?

1. Click **Site --> Site Check** on the menu bar.

If any pages are open, save them before doing this operation.

The Site Check dialog appears.

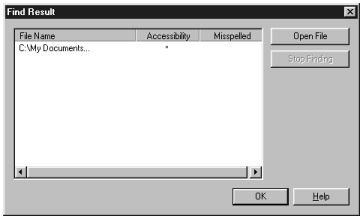


2. Select a site from **Site to check**.

- If a site is open, you can select only that site.
- If no site is open, you can select any of the sites you have created.

3. Select either **Accessibility** or **Spelling**, or both.

4. Click the **Start** button. The Find Result dialog appears.



- The Find Result dialog lists every file that contains errors.
- If * is displayed in **Accessibility**, the file contains one or more errors on accessibility.
- If * is displayed in **Misspelled**, the file has a misspelled word or words.

5. If you want to open and correct the file, select the file name from the list, and then click the **Open File** button.

6. Do the following, as needed:

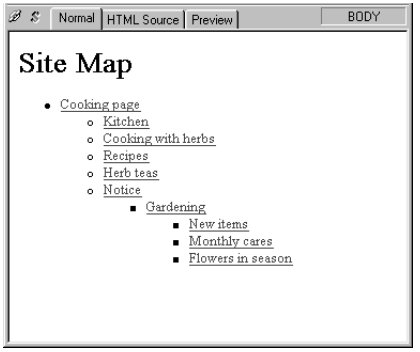
- To correct the misspelling, click **Tools --> Spell Check** on the menu bar.
- To check the page for accessibility, click **Tools --> Accessibility Check --> Check** on the menu bar.

Creating a site map

A *site map* is a page that shows the structure of all of the links in a site.

To create a site map, do the following:

1. Open a site, and click **Site --> Create Site Map** on the menu bar. A site map like the following example is created.



This page has not been saved yet, so you must save it explicitly by clicking **File --> Save** (or **Save As**) on the menu bar.

20 Creating Web pages accessible to everyone

What can you do to make your Web pages more usable and universally readable? This chapter gives you some tips on how to design Web pages accessible to everyone—including people with disabilities and older persons—and introduces a tool that evaluates the accessibility of your pages.

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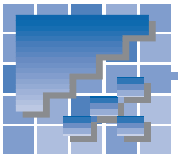
★ Web pages that are friendly to users with low vision 378

★ Web pages that are friendly to users with physical disabilities 379

★★ Checking pages for accessibility 380

Note: The number of stars indicates the importance of the task. The most important tasks are marked with ★★★.



Web pages that are friendly to users who are blind

Blind users can navigate pages through the use of screen reader software or a talking browser that reads pages with synthesized speech. For these Web site visitors, you should provide textual equivalents for non-textual information in their pages, including images and video. This enables visitors who are blind an alternative way to interact with the page.

The following are some tips on designing pages accessible to visually handicapped users.

Provide alternative text for each image

By providing alternative text for images, you can go a long way towards making your pages accessible to most users with visual disabilities. One attribute of the <IMG> tag, *alt*, can be used to provide alternative text, as follows:

```
<IMG src="sea.gif" alt="ocean">
```

The text following alt=, called *alternative text*, explains the contents of the image with text. In this example, the alternative text ("ocean") explains the contents of sea.gif, which is a photograph of the ocean.

On a browser that supports only text, the alternative text is displayed instead of the image, and a screen reader application reads it aloud. In addition, the user who uses a general Web browser, but chooses to improve page loading by not displaying images, views alternative text instead of images.

If a link is set on an image, you must provide alternative text for that image so that blind users can learn of the link by use of a talking browser and jump to its destination.

Give a title to each page

When a visitor to your Web site views your page on a browser, the page title is shown on the title bar, which is at the top of the browser window. Because a screen reader reads this title out before any text on the page, it gives a screen-reader user the primary information on your page. A page title is specified between the <TITLE> and </TITLE> tags, as follows:

```
<TITLE>Basics of tropical fish</TITLE>
```

In this example, the page title is "Basics of tropical fish."

If your Web site uses frames, be sure to include titles on the frame pages. The frames show up as a list of titles in text and talking browsers.

Provide alternative text for each area in an image map

An image map contains multiple links on a single image. As with ordinary image files, you should provide alternative text for each area in the image map so that all users are aware of the link and can jump to the link destination. Use the *alt* attribute for the <AREA> tag, as follows:

```
<AREA shape="rect" coords="10,10,90,90"
href="fish.htm" alt="Types of fish for beginners ">
```

In this example, the alternative text for this area is "Types of fish for beginners" and a talking browser will indicate that "Types of fish for beginners" is a link.

Do not use server-side image maps

The type of image map described in the preceding section is called the *client-side image map*. An image map can be saved as a client-side image map or as a server-side image map. Because the link information for a server-side image map is on the server, a Web browser cannot interpret the areas of the image map and therefore cannot jump to the link destination unless the image is displayed. Therefore, you should use client-side image maps, rather than server-side image maps, on your pages.

Do not use too much alternative text

If your page contains an image that is unimportant or redundant, use alt="" to tell taking browsers that the image does not need to be announced. For example,

```
<IMG src="filler.gif" alt="">
```

Web pages that are friendly to users with low vision

To design pages that are accessible to users with low vision, note the following:

Things you should consider

- Do not place text on a background that has small patterns.
- Make a distinct contrast between text and the background so that the text stands out.
- Avoid red-green and yellow-orange combinations for users who are color blind.

Users with low vision who may require large fonts can configure their browsers so that every page uses them.

Checking pages by yourself

To understand how your page might look for users with low vision, stand three feet away from the display and view the page.

Web pages that are friendly to users with physical disabilities

The following are some tips for designing pages that are accessible to users with physical disabilities and older persons.

Make images large and widely separated

In general, manipulating a mouse is difficult, if not impossible, for a user with physical disabilities, because a pointing device requires good hand-eye coordination. If you want to set a link on an image, make it large enough so that such a user can click it. If you cannot change the size of the image, leave plenty of space between adjacent images.

Some more design considerations

Some Web sites have a **Next** button that jumps to the next page and a **Go Back** button that jumps back to the previous page. By placing such buttons with links at the same position on each page, you can enable a user to navigate through the pages without moving the mouse.

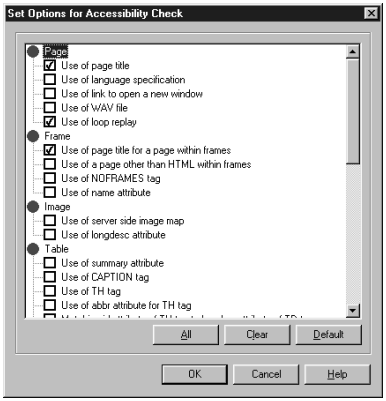
Checking pages for accessibility

You can check your pages for accessibility to persons with disabilities.

Confirming the items to check

Before you start checking, you should confirm the items to check.

1. Open the page you want to check.
2. Click **Tools --> Accessibility Check --> Set Options** on the menu bar. The Set Options for Accessibility Check dialog appears. The selected items will be used for the accessibility check.



3. Confirm the selections. Change the settings, if necessary.
4. Click the **OK** button.

By default, the following items are selected.

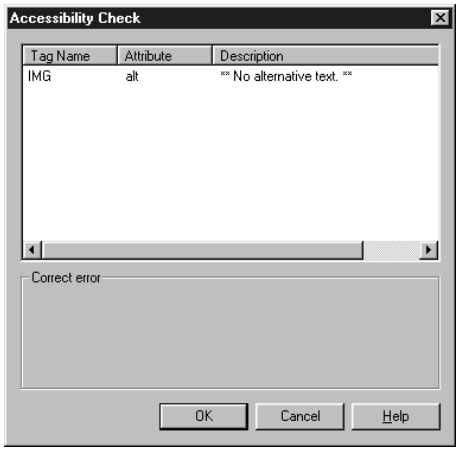
Item	Explanation	Related tag or attribute
• Use of page title • Use of page title for a page within frames	Should specify the page title.	TITLE tag
Use of loop replay	Music (plug-in data or audio data) should be played only once.	*loop* attribute of the EMBED tag
Use of alternative text (alt) • Link image (IMG) • Image map (AREA) • Applet (APPLET) • Form (INPUT)	Add alternative text (explanation) to linked images, image maps, Java applets, and input fields of forms.	The *alt* attribute of the following tags: • IMG tag • AREA tag • APPLET tag • INPUT tag
Use of explanatory note for OBJECT tag	Add explanations.	OBJECT tag

To see the explanation of other items, click the **Help** button in the Set Options for Accessibility Check dialog.

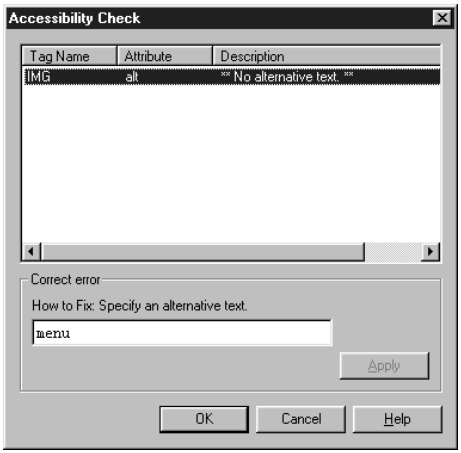
Checking your page for accessibility

After choosing the items you want to check for, check a page you are editing, as follows:

1. Click **Tools --> Accessibility Check --> Check** on the menu bar. The Accessibility Check dialog appears. The HTML tags and attributes that have errors are listed with their error reasons.



2. To correct an error, click the tag name in the list, correct the error in the **Correct error** field, and then click the **Apply** button.



3. After correcting all the errors, click the **OK** button to close the dialog.

Home Page Reader V2.5

IBM Home Page Reader for Windows Version 2.5 brings the voice of the World Wide Web to blind and visually impaired users. Home Page Reader understands HTML, the programming language used to design Web pages, and can accurately read aloud information in tables, forms, graphic descriptions, and text in columns, allowing blind users to navigate the Web just as users with normal vision do.

In addition, Home Page Reader Version 2.5 features automatic language switching, supporting French, Italian, German, Spanish, and US English.

The following are some major advantages of using Home Page Reader:

- **Access comprehensive information.** Home Page Reader audibly communicates complete information from graphical user interface Web pages to the user, including tables, frames, forms, and even alternate text for images. The full range of Web page data is provided in a logical, clear, and understandable manner. Home Page Reader reads aloud link information or alternative text for objects like images and image maps. In addition, the product speaks HTML 4.0 information provided by Web page authors, giving valuable information like summaries and table captions.
- **Navigate with a simple numeric keypad.** Using the numeric keypad as an interface, Home Page Reader allows the user to navigate and manipulate Web page elements like image and text links, form elements, standard text and frames. With the convenient keys help mode, the user can press any Home Page Reader key combination and listen to a description of its use.
- **Read information quickly and easily.** By default, Home Page Reader uses a male voice to read text and a female voice to read links. This simple-to-follow differentiation lets the user navigate the Internet much more efficiently and productively. Home Page Reader also provides a fast forward function that lets users easily skim Web pages to locate desired information quickly. Users can easily obtain information about the Web page using the Page Summary and "Where am I?" commands on the keypad. This instantly tells you the number and location of elements on the current Web page.

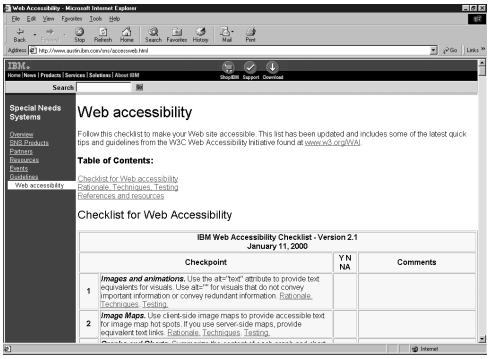
For details, visit the following Web address:

http://www.austin.ibm.com/sns/hpr.html

Web accessibility page

IBM has a long history of helping improve the employability, education, and quality of life for people who have disabilities. The following Web site provides information on accessibility:

http://www.austin.ibm.com/sns/accessweb.html



This Web page contains checklists for designing accessible pages.

Appendix

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Appendix A. HTML tags supported by Homepage Builder

This appendix lists the HTML tags and attributes supported by Homepage Builder.

A list of HTML tags supported by Homepage Builder

Homepage Builder supports the HTML 4.0 specification. Homepage Builder enables you to use the following HTML tags and their attributes.

Asterisks (*) mark tags and attributes that are not defined in HTML 4.0.

Tag	Generic attribute group (Note 1)		Description	Editable on the Normal tab? (Note 2)	Displayable on the Normal tab? (Note 3)
	Attribute	Attribute value			
A	core, internationalization, event		anchor	Y	Y
	charset		character encoding of linked resource	N	N/A
	type		content type	N	N/A
	name		label	Y	Y
	href		URL for linked resource	Y	Y
	hreflang		language code	N	N/A
	target		target	Y	N/A
	rel		link destination type	N	N/A
	rev		link source type	N	N/A
	accesskey		accessibility key character	Y	N/A
	shape	rect	type of drawing	N	N/A
	coords		coordinates	N	N/A
	tabindex		tab index	Y	N/A
	onfocus		action when the element becomes active	Y	N/A
	onblur		action when focus is lost	Y	N/A
ABBR	core, internationalization, event		abbreviated form	A	Y
ACRONYM	core, internationalization, event		acronym	A	Y
ADDRESS	core, internationalization, event		information on author	Y	Y
APPLET	core		Java applet	Y	Y (Note 4)
	codebase		optional base URL for applet	Y	N/A
	archive		archive list	Y	N/A
	code		applet class file	Y	N/A
	object		serialized applet file	N	N/A

Note 1 Each generic attribute group contains the following attributes:

core	id, class, style, title
internationalization	lang, dir
event	onclick, ondblclick, onmousedown, onmouseup, onmouseover, onmousemove, onmouseout, onkeypress, onkeydown, onkeyup

Note 2 The marks Y, P, N, and A tell you whether you can edit the HTML tag or the attribute on the **Normal** tab.

Y	Yes.
P	Partially.
N	No. You can edit it on the **HTML Source** tab, however.
A	You can insert the HTML tag by using the Insert Tag dialog that appears when you click **Tools --> Insert Tag** on the menu bar. You can insert the attribute (provided that the related HTML tag is in the page) by using the Attributes dialog that appears when you click **Edit --> Attributes** on the menu bar.

Note 3 The marks Y, P, N, and N/A tell you whether the **Normal** tab can display the HTML tag or attribute.

Y	Yes.
P	Partially.
N	No.
N/A	Indicates that the HTML tag or the attribute has nothing to do with the display.

Note 4 You cannot view the applet run on the **Normal** tab. This tag is indicated only by an icon.

	alt		alternative text	Y	N/A
	name		name	N	N/A
	width		width	Y	Y
	height		height	Y	Y
	align	top,middle,bottom,left,right	vertical or horizontal alignment	Y	Y
	hspace		horizontal space	Y	Y
	vspace		vertical space	Y	Y
AREA	core, internationalization, event		client-side image map area	Y	N/A
	shape	rect,circle,poly	type of drawing	Y	N/A
	coords		comma-separated list of lengths	Y	N/A
	href		URL for linked resource	Y	N/A
	target		target	Y	N/A
	nohref		no URL	Y	N/A
	alt		alternative text	Y	N/A
	tabindex		tab index	Y	N/A
	accesskey		accessibility key character	Y	N/A
	onfocus		action when the element becomes active	Y	N/A
	onblur		action when focus is lost	Y	N/A
B	core, internationalization, event		bold text style	Y	Y
BASE			document base URL	Y	N/A
	href		base URL	Y	N/A
	target		predetermined value of target	Y	N/A
BASEFONT			base font size	A	N
	id		style ID	N	N
	size		size	Y	N
	color		text color	Y	N
	face		comma-separated list of font names	Y	N
BDO	core, internationalization		directionality	A	N
BIG	core, internationalization, event		large text style	A	Y
BLINK *	core, internationalization, event		blinking	Y	Y (Note 5)
BLOCKQUOTE	core, internationalization, event		long quotation	Y	Y
	cite		quotation source	N	N/A
BODY	core, internationalization, event		document body	Y	Y
	onload		action when the document has been loaded	Y	N/A
	onunload		action when the document has been removed	Y	N/A
	background		background image	Y	Y
	bgcolor		background color	Y	Y
	text		text color	Y	Y
	link		color of links	Y	Y
	vlink		color of read links	Y	N/A
	alink		color of selected links	Y	N/A
BR	core		forced line break	Y	Y
	clear	left,all,right,none	control of text flow	Y	Y
BUTTON	core, internationalization, event		pushbutton	Y	Y
	name		name	Y	N/A
	value		value	Y	N/A
	type	button,submit,reset	type	Y	N/A
	disabled	disabled	unavailable in this context	Y	N
	tabindex		tab index	Y	N/A
	accesskey		accessibility key character	Y	N/A
	onfocus		action when the element becomes active	Y	N/A
	onblur		action when focus is lost	Y	N/A
CAPTION	core, internationalization, event		table caption	Y	Y
	align	top,bottom,left,right	alignment	Y	Y
CENTER	core, internationalization, event		center	Y	Y
CITE	core, internationalization, event		citation	Y	Y
CODE	core, internationalization, event		computer code fragment	Y	Y
COL	core, internationalization, event		table column	Y	N

Note 5 You cannot view blinking on the **Normal** tab. This tag is indicated by the red color of the contents.

	span		number of columns	Y	Y
	width		width	Y	Y
	align	left,center,right,justify,char	horizontal alignment	Y	P (Note 6)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top,middle,bottom,baseline	vertical alignment	Y	Y
COLGROUP	core, internationalization, event		table column group	N	N
	span		number of columns	N	Y
	width		width	N	Y
	align	left,center,right,justify,char	horizontal alignment	N	P (Note 6)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top,middle,bottom,baseline	vertical alignment	N	Y
DD	core, internationalization, event		definition description	Y	Y
DEL	core, internationalization, event		deleted text	A	N
	cite		comment	Y	N/A
	datetime		date and time of change	Y	N/A
DFN	core, internationalization, event		definition description	Y	Y
DIR	core, internationalization, event		directory list	A	Y
	compact	compact	compact	N	N
DIV	core, internationalization, event		layout container	Y	Y
	align	left,center,right,justify	alignment	P (Note 7)	P (Note 7)
DL	core, internationalization, event		definition list	Y	Y
	compact	compact	reduced interitem spacing	N	N
DT	core, internationalization, event		definition term	Y	Y
EM	core, internationalization, event		emphasis	Y	Y
EMBED *	core, event		plug-in	Y	Y (Note 8)
	src		object	Y	N/A
	height		height	Y	Y
	width		width	Y	Y
	align		alignment	Y	Y
	hspace		horizontal space	Y	Y
	vspace		vertical space	Y	Y
	loop		loop	N	N/A
	hidden		hidden	N	N
	volume		volume	N	N/A
	autostart		auto-start	N	N/A
	repeat		repeat	N	N/A
	panel		panel	N	N/A
	text		title	N	N/A
	palette		palette	N	N/A
	textfocus		focus	N	N/A
FIELDSET	core, internationalization, event		input field group	Y	Y
FONT	core, internationalization		font	Y	Y
	size		size	Y	Y
	color		text color	Y	Y
	face		comma-separated list of font names	Y	Y
FORM	core, internationalization, event		interactive form	Y	Y
	action		server-side form handler	Y	N/A
	method	GET,POST	method used to submit the form	Y	N/A
	enctype		type of encoding	Y	N/A
	onsubmit		action when the form is submitted	Y	N/A
	onreset		action when the form is reset	Y	N/A
	target		target	Y	N/A
	accept-charset		list of supported character sets	N	N/A

Note 6 The **Normal** tab can display only the attribute values "left," "center," and "right."

Note 7 The attribute value "justify" cannot be displayed or edited.

Note 8 This tag is indicated by an icon.

FRAME	core		subwindow	Y	Y
	longdesc		long description	N	N/A
	name		frame name	Y	N/A
	src		URL, file name	Y	Y
	frameborder	1,0	border	N	N/A
	marginwidth		margin width in pixels	Y	Y
	marginheight		margin height in pixels	Y	Y
	noresize	norsize	does not allow users to resize frames	Y	N
	scrolling	yes,no,auto	auto scroll bar	Y	N
FRAMESET	core		window subdivision	Y	Y
	rows		number of up-down divisions	Y	Y
	cols		number of left-right divisions	Y	Y
	onload		action when all the frames have been loaded	N	N/A
	onunload		action when all the frames have been removed	N	N/A
	frameborder *		display of borders	Y	P (Note 9)
	border *		border width	Y	P (Note 9)
H1	core, internationalization, event		heading 1	Y	Y
	align	left,center,right,justify	alignment	P (Note 7)	P (Note 7)
H2	core, internationalization, event		heading 2	Y	Y
	align	left,center,right,justify	alignment	P (Note 7)	P (Note 7)
H3	core, internationalization, event		heading 3	Y	Y
	align	left,center,right,justify	alignment	P (Note 7)	P (Note 7)
H4	core, internationalization, event		heading 4	Y	Y
	align	left,center,right,justify	alignment	P (Note 7)	P (Note 7)
H5	core, internationalization, event		heading 5	Y	Y
	align	left,center,right,justify	alignment	P (Note 7)	P (Note 7)
H6	core, internationalization, event		heading 6	Y	Y
	align	left,center,right,justify	alignment	P (Note 7)	P (Note 7)
HEAD	internationalization		document head	Y	N/A
	profile		named dictionary of meta-information	N	N/A
HR	core, event		horizontal rule	Y	Y
	align	left,center,right	alignment	Y	Y
	noshade	noshade	no shading	Y	Y
	size		thickness	Y	Y
	width		width	Y	Y
HTML	internationalization		HTML document	Y	N/A
	version		version	N	N/A
I	core, internationalization, event		italic text style	Y	Y
IFRAME	core		subwindow within document	Y	P (Note 10)
	iongdesc		long description	N	N
	name		frame name	Y	N/A
	src		URL, file name	Y	N
	frameborder	1,0	border	N	Y
	marginwidth		margin width in pixels	Y	Y
	marginheight		margin height in pixels	Y	Y
	scrolling	yes,not,auto	auto scroll bar	Y	N
	align	top,middle,bottom,left,right	vertical or horizontal alignment	N	Y
	height		height	Y	Y
	width		width	Y	Y
IMG	core, internationalization, event		image	Y	Y
	src		file name	Y	Y
	alt		alternative text	Y	N/A
	longdesc		long description	N	N/A
	height		height	Y	Y

Note 7 The attribute value "justify" cannot be displayed or edited.

Note 9 The attribute value "0" cannot be displayed.

Note 10 Except for the frame borders, in-the-frame pages cannot be displayed on the **Normal** tab.

	width		width	Y	Y
	usemap		CSIM map name	Y	N/A
	ismap	ismap	use of server-side image map	Y	N/A
	align	top,middle,bottom,left,right	vertical or horizontal alignment	Y	Y
	border		border width	Y	Y
	hspace		horizontal gutter	Y	Y
	vspace		vertical space	Y	Y
	name *		name	Y	N/A
INPUT	core, internationalization, event		input field	Y	Y
	type	text,password,checkbox,redio,file, submit,reset,hidden,image,button	type	Y	Y
	name		name	Y	N/A
	value		value	Y	Y
	checked	checked	selected radio buttons and check boxes	Y	Y
	disabled	disabled	unavailable in this context	Y	Y
	readonly	readonly	no entry possible	Y	N/A
	size		number of columns	Y	Y
	maxlength		maximum characters for text fields	Y	Y
	src		image file name	Y	Y
	alt		alternative text	Y	N/A
	usemap		CSIM map name	N	N/A
	tabindex		tab index	Y	N/A
	accesskey		accessibility key character	Y	N/A
	onfocus		action when the element becomes active	Y	N/A
	onblur		action when focus is lost	Y	N/A
	onselect		action when some text is selected	Y	N/A
	onchange		action when the element value is changed	Y	N/A
	accept		list of MIME types for file upload	N	N/A
	align	top,middle,bottom,left,right	vertical or horizontal alignment	N	N
INS	core, internationalization, event		inserted text	A	N
	cite		comment	Y	N
	datetime		date and time	Y	N
ISINDEX	core, internationalization		index search	A	N
	prompt		prompt message	Y	N
KBD	core, internationalization, event		keyboard	Y	Y
LABEL	core, internationalization, event		label of input field	A	Y
	for		ID for input field	Y	N/A
	accesskey		accessibility key character	Y	N/A
	onfocus		action when the element becomes active	Y	N/A
	onblur		action when focus is lost	Y	N/A
LEGEND	core, internationalization, event		fieldset legend	Y	Y
	accesskey		accessibility key character	N	N/A
	align	top,bottom,left,right	alignment	Y	Y
LI	core, internationalization, event		list item	Y	Y
	type	1,a,A,i,I,disc,square,circle	type	Y	Y
	value		number	Y	Y
LINK	core, internationalization, event		media-independent link	Y	N/A
	charset		character encoding of linked resource	N	N/A
	href		URL for linked resource	Y	N/A
	hreflang		language code	N	N/A
	type		content type	N	N/A
	rel		link destination type	N	N/A
	rev		link source type	N	N/A
	media		media	N	N/A
	target		target	N	N/A
MAP	core, internationalization, event		client-side image map	Y	N/A
	name		map name	Y	N/A
MENU	core, internationalization, event		menu list	A	Y
	compact	compact	reduced interitem spacing	N	N

META	internationalization		generic meta-information	Y	N/A
	http-equiv		HTTP response header name	Y	N/A
	name		NAME item	Y	N/A
	content		associated information	Y	N/A
	scheme		scheme	N	N/A
NOFRAMES	core, internationalization, event		alternative content container for non-frame-based rendering	Y	Y
NOSCRIPT	core, internationalization, event		alternative content container for non-script-based rendering	A	N
OBJECT	core, internationalization, event		generic embedded object	Y	Y (Note 8)
	declare	declare	declaration	N	N/A
	classid		object	Y	N/A
	codebase		base URL for classid, data, archive	Y	N/A
	data		reference to object's data	Y	N/A
	type		data type	Y	N/A
	codetype		content type for code	Y	N/A
	archive		archive list	Y	N/A
	standby		standby character	Y	N/A
	height		height	Y	Y
	width		width	Y	Y
	usemap		CSIM map name	N	N/A
	name		name	N	N/A
	tabindex		tab index	Y	N/A
	align	top,middle,bottom,left,right	vertical or horizontal alignment	Y	Y
	border		border width	Y	Y
	hspace		horizontal space	Y	Y
	vspace		vertical space	Y	Y
OL	core, internationalization, event		ordered list	Y	Y
	type	1,a,A,i,I	item type	Y	Y
	compact	compact	reduced interitem spacing	N	N
	start		starting number	Y	Y
OPTGROUP	core, internationalization, event		option group for option menu or list box	N	N
	disabled	disabled	unavailable in this context	N	N
	label		label	N	N
OPTION	core, internationalization, event		selectable choice for option menu or list box	Y	Y
	selected	selected	selected	Y	Y
	disabled	disabled	unavailable in this context	N	N
	label		label	N	N/A
	value		value	Y	Y
P	core, internationalization, event		paragraph	Y	Y
	align	left,center,right,justify	alignment	P (Note 7)	P (Note 7)
PARAM			parameter for applets and objects	Y	N/A
	id		ID	N	N/A
	name		name	Y	N/A
	value		value	Y	N/A
	valuetype	DATA,REF,OBJECT	type of value	N	N/A
	type		content type	N	N/A
PRE	core, internationalization, event		preformatted text	Y	Y
	width		maximum number of characters in a line	N	N
Q	core, internationalization, event		short inline quotation	A	N
	cite		quotation source	Y	N
S	core, internationalization, event		strike-through text style	Y	Y
SAMP	core, internationalization, event		sample program output, scripts, and others	Y	Y
SCRIPT			script statements	Y	Y (Note 8)
	charset		character encoding for external file	N	N/A
	type		content type	N	N/A

Note 7 The attribute value "justify" cannot be displayed or edited.

Note 8 This tag is indicated by an icon.

	language		language	Y	N/A
	src		external file name	Y	N/A
	defer	defer	delay	N	N/A
	event		(unused)	N	N/A
	for		(unused)	N	N/A
SELECT	core, internationalization, event		option menu or list box	Y	Y
	name		name	Y	N/A
	size		number of rows	Y	Y
	multiple	multiple	multiple selection permitted	Y	Y
	disabled	disabled	unavailable in this context	Y	Y
	tabindex		tab index	Y	N/A
	onfocus		action when the element becomes active	Y	N/A
	onblur		action when focus is lost	Y	N/A
	onchange		action when the element value is changed	Y	N/A
SMALL	core, internationalization, event		small text style	A	Y
SPAN	core, internationalization, event		style container	Y	Y
STRIKE	core, internationalization, event		strike-through text style	A	Y
STRONG	core, internationalization, event		strong emphasis	Y	Y
STYLE	internationalization		style sheet	Y	Y
	type		content type	N	N/A
	media		media	N	N/A
	title		title	N	N/A
SUB	core, internationalization, event		subscript	Y	Y
SUP	core, internationalization, event		superscript	Y	Y
TABLE	core, internationalization, event		table	Y	Y
	summary		summary	N	N
	width		width	Y	Y
	border		border width	Y	Y
	frame	void,above,below,hsides, lhs,rhs,vsides,box,border	type of border	N	N
	rules	none,groups,rows,cols,all	type of ruled line	N	N
	cellspacing		spacing between cells	Y	Y
	cellpadding		spacing within cells	Y	Y
	align	left,center,right	table position relative to window	Y	Y
	bgcolor		background color	Y	Y
	datapagesize		(unused)	N	N/A
	height *		height	Y	Y
	background *		background image	Y	Y
TBODY	core, internationalization, event		table body	Y	Y
	align	left,center,right,justify,char	horizontal alignment	N	P (Note 7)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top,middle,bottom,baseline	vertical alignment	N	P (Note 11)
TD	core, internationalization, event		table data cell	Y	Y
	abbr		abbreviation for header cell	N	N/A
	axis		header cell group	N	N/A
	header		header cell ID	N	N/A
	scope		header cell scope	N	N/A
	rowspan		number of rows spanned by cell	Y	Y
	colspan		number of columns spanned by cell	Y	Y
	align	left,center,right,justify,char	horizontal alignment	P (Note 12)	P (Note 12)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top,middle,bottom,baseline	vertical alignment	P (Note 11)	P (Note 11)
	nowrap	nowrap	no automatic word wrap	Y	Y
	bgcolor		background color	Y	Y

Note 7 The attribute value "justify" cannot be displayed or edited.

Note 11 The attribute value "baseline" cannot be displayed or edited.

Note 12 The attribute values "justify" and "char" cannot be displayed or edited.

	width		width	Y	Y
	height		height	Y	Y
	background *		background image	Y	Y
TEXTAREA	core, internationalization, event		multi-line text field	Y	Y
	name		name	Y	N/A
	rows		number of rows	Y	Y
	cols		number of columns	Y	Y
	disabled	disabled	unavailable in this context	Y	Y
	readonly	readonly	no entry possible	Y	N/A
	tabindex		tab index	Y	N/A
	accesskey		accessibility key character	Y	N/A
	onfocus		action when the element becomes active	Y	N/A
	onblur		action when focus is lost	Y	N/A
	onselect		action when text is selected	Y	N/A
	onchange		action when the element value is changed	Y	N/A
TFOOT	core, internationalization, event		table footer	N	Y
	align	left,center,right,justify,char	horizontal alignment	N	P (Note 12)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top,middle,bottom,baseline	vertical alignment	N	P (Note 11)
TH	core, internationalization, event		table header cell	Y	Y
	abbr		abbreviation for header cell	N	N/A
	axis		header cell group	N	N/A
	headers		header cell ID	N	N/A
	scope		header cell scope	N	N/A
	rowspan		number of rows spanned by cell	Y	Y
	colspan		number of columns spanned by cell	Y	Y
	align	left,center,right,justify,char	horizontal alignment	P (Note 12)	P (Note 12)
	char		alignment character	N	N/A
	charoff		offset for alignment character	N	N/A
	valign	top,middle,bottom,baseline	vertical alignment	P (Note 11)	P (Note 11)
	nowrap	nowrap	no automatic word wrap	Y	Y
	bgcolor		background color	Y	Y
	width		width	Y	Y
	height		height	Y	Y
	background *		background image	Y	Y
THEAD	core, internationalization, event		table header	N	Y
	align	left,center,right,justify,char	horizontal alignment	N	P (Note 12)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top,middle,bottom,baseline	vertical alignment	N	P (Note 11)
TITLE	internationalization		document title	Y	Y
TR	core, internationalization, event		table row	Y	Y
	align	left,center,right,justify,char	horizontal alignment	P (Note 12)	P (Note 12)
	char		alignment character	N	N
	charoff		offset for alignment character	N	N
	valign	top,middle,bottom,baseline	vertical alignment	P (Note 11)	P (Note 11)
	bgcolor		background color	Y	Y
	background *		background image	Y	Y
TT	core, internationalization, event		teletype or monospaced text style	Y	Y
U	core, internationalization, event		underlined text style	Y	Y
UL	core, internationalization, event		unordered list	Y	Y
	type	disc,square,circle	item type	Y	Y
	compact	compact	reduced interitem spacing	N	N
VAR	core, internationalization, event		instance of a variable or program argument	Y	Y

Note 11 The attribute value "baseline" cannot be displayed or edited.

Note 12 The attribute values "justify" and "char" cannot be displayed or edited.

Generic attributes group

The following table lists the attributes in the three attribute groups: *core*, *internationalization*, and *event*.

Attribute group	Attribute	Description	Editable on the Normal tab? Y Yes N No	Displayable on the Normal tab? Y Yes N/A Not applicable
core	id	document-wide unique ID	Y	Y
	class	space-separated list of classes	Y	Y
	style	style information	Y	Y
	title	advisory title or amplification	N	N/A
internationalization	lang	language code	N	N/A
	dir	direction for weak or neutral text	N	N/A
event	onclick	action when the mouse button is clicked	Y	N/A
	ondblclick	action when the mouse button is double-clicked	Y	N/A
	onmousedown	action when the mouse button is pressed down	Y	N/A
	onmouseup	action when the mouse button is released	Y	N/A
	onmouseover	action when the mouse pointer is moved over	Y	N/A
	onmousemove	action when the mouse pointer is moved within	Y	N/A
	onmouseout	action when the mouse pointer is moved away	Y	N/A
	onkeypress	action when the key is pressed and released	Y	N/A
	onkeydown	action when the key is pressed down	Y	N/A
	onkeyup	action when the key is released	Y	N/A

Appendix B. Style sheets supported by Homepage Builder

Homepage Builder supports the following cascading style sheets and classes:

- CSS1 (cascading style sheet level 1)
- CSS2 (cascading style sheet level 2)
- Pseudo-classes

CSS1 (cascading style sheet level 1)

The following table lists the CSS1 attributes:

Attribute group	Attribute	Settable in the Set Style dialog? Y Yes N No	Displayable on the Normal tab? Y Yes P Partially yes N No
Font	font-family	Y	Y
	font-size	Y	Y
	font-weight	Y	Y
	font-style	Y	Y
	font-variant	Y	N
Color and background	color	Y	Y
	background-color	Y	Y
	background-image	Y	Y
	background-repeat	Y	Y
	background-attachment	Y	Y
	background-position	Y	Y
Text	word-spacing	Y	N
	letter-spacing	Y	Y
	text-decoration	Y	Y
	vertical-align	Y	P (Note 1)
	text-transfrom	Y	N
	text-align	Y	P (Note 2)
	text-indent	Y	Y
	line-height	Y	P (Note 3)
Box	margin-top	Y	Y
	margin-left	Y	Y
	margin-bottom	Y	Y
	margin-right	Y	Y
	padding-top	Y	Y
	padding-left	Y	Y
	padding-bottom	Y	Y
	padding-right	Y	Y
	border-top-width	Y	Y
	border-left-width	Y	Y
	border-bottom-width	Y	Y
	border-right-width	Y	Y
	border-width	Y	Y
	border-top-color	Y	Y
	border-left-color	Y	Y
	border-bottom-color	Y	Y
	border-right-color	Y	Y
	border-color	Y	Y
	border-top-style	Y	Y

Note 1 Values for the *vertical-align* attribute can be partially displayed.

Note 2 The attribute value "justify" cannot be displayed.

Note 3 A value that is smaller than the font height cannot be displayed.

Box (continued)	border-left-style	Y	Y
	border-bottom-style	Y	Y
	border-right-style	Y	Y
	border-style	Y	Y
	border-top	Y	Y
	border-left	Y	Y
	border-bottom	Y	Y
	border-right	Y	Y
	width	Y	Y
	height	Y	Y
	float	Y	N
	clear	Y	N
Classification	display	N	N
	white-space	N	N
	list-style-type	Y	Y
	list-style-image	Y	Y
	list-style-position	Y	Y

CSS2 (cascading style sheet level 2)

The following table lists the CSS2 attributes:

Attribute	Settable in the Set Style dialog? Y Yes N No	Displayable on the Normal tab? Y Yes P Partially yes N No
position	Y	P (Note)
top	Y	Y
left	Y	Y
z-index	Y	Y
visibility	Y	N
cursor	Y	N
page-break-before	Y	N
page-break-after	Y	N

Note Only the position of the absolute coordinate (ABSOLUTE specification) can be displayed.

Pseudo-classes

The following table lists the pseudo-classes:

Pseudo-class	Settable in the Set Style dialog? Y Yes N No	Displayable on the Normal tab? Y Yes N No
a:link	Y	Y
a:visited	Y	N
a:hover	Y	N
a:active	Y	N

Appendix C. Image file formats supported by Homepage Builder

Homepage Builder enables you to paste image files in various kinds of formats on the page you are editing. Homepage Builder converts those images into the GIF or JPEG format automatically.

The accessory tools WebArt Designer and Web Animator also enable you to use image files in various formats.

Image file formats supported

The following table shows how Homepage Builder, WebArt Designer, and Web Animator support each image file format. x indicates that the format is supported. The file extensions are shown in parentheses ( ).

Image file format	Homepage Builder		WebArt Designer		Web Animator		
	Pasting	Saving	Reading	Saving	Reading	Pasting	Saving
GIF (*.gif)	x	x	x	x (Note)	x	x	x
JPEG (*.jpg)	x	x	x	x (Note)		x	
PNG (*.png)	x	x	x	x (Note)		x	
BMP (*.bmp)	x		x	x (Note)		x	
WMF (*.wmf; *.emf)	x		x			x	
TIFF (*.tif)	x		x			x	
FlashPix (*.fpx)	x		x			x	
Photo CD (*.pcd)	x		x			x	
DCM (*.dcm)	x		x			x	
WebArt (*.mif)	x		x	x		x	

Note: Information on the object will be lost.

Explanation of each image file format

The following table explains each image file format.

Image file format	Explanation
GIF (*.gif)	GIF (Graphics Interchange Format) images can handle a maximum of only 256 colors. However, because files in this format are relatively small, it is used on the Internet just as much as JPEG is used. You should use the GIF format for images that do not require a large number of colors. GIF images can be static or animated. Animated GIFs appear to move when viewed on Web browsers. You can insert both static GIFs and animated GIFs into your pages in the same way, using Homepage Builder.

JPEG (*.jpg)	The JPEG (Joint Photographic Experts Group) format is in general use on the Internet because of its small file size and inconspicuous image degradation. You should use the JPEG format for full-color images such as photographic images taken by digital cameras.
PNG (*.png)	PNG (Portable Network Graphics) is a relatively new image file format. Although it is similar to GIF, it can handle more colors than GIF, and it does not lose data even when compressed. Only a few Web browsers are compatible with it at present, but it is expected to come into general use on the Internet, replacing GIF.
BMP (*.bmp)	BMP (bitmap) has been adopted as the standard graphics format for Windows. You can create images in this format by use of Windows software such as Paint. BMP format can handle up to 16 million colors. Because it cannot be compressed, the image quality is always high; however, the file size tends to be very large.
WMF (*.wmf; *.emf)	The WMF (Windows Metafile) format is used for saving such Windows clip art as graphics and pictures. The file size is much smaller than that of BMP.
TIFF (*.tif)	The TIFF (Tagged Image File Format) format is compatible with a number of DTP applications. It can be handled by different types of machines and operating systems, and it can be fully restored after compression. However, TIFF files are sometimes hard to open, because there are various types of TIFF.
FlashPix (*.fpx)	The FlashPix format is used for digital processing. It can contain image data in multiple resolutions.
Photo CD (*.pcd)	Image files in this format are usually stored in photo CDs that can be created from photographic negatives and prints. Photo CD files can contain image data in multiple resolutions.
DCM (*.dcm)	Only the retouching software PerfectPhoto can create image files in this format.
WebArt (*.mif)	Only WebArt Designer can create image files in this format. If you open a file in this format by using WebArt Designer, you can change the attributes of the objects contained in it.

Appendix D. Option settings

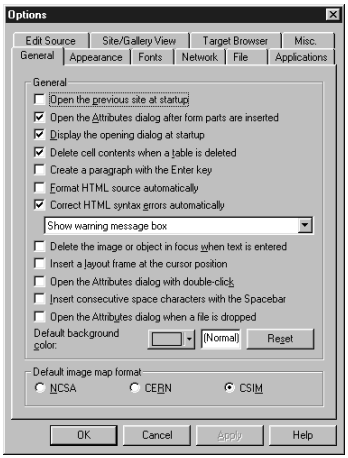
This appendix explains the options you can set for Homepage Builder, WebArt Designer, and Web Animator.

Options for Homepage Builder

To set options for Homepage Builder, click **Tools --> Options** on the menu bar. The Options dialog opens.

General tab

The **General** tab enables you to set basic options for Homepage Builder.



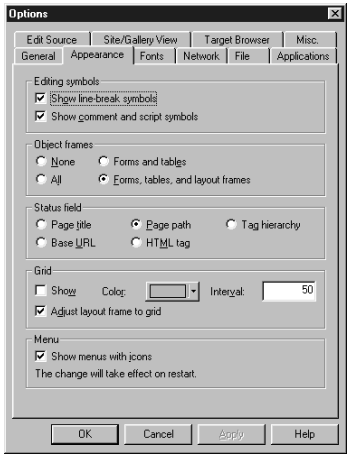
Field	Description	Default value
Open the previous site at startup	Opens the site last used when Homepage Builder starts. It is recommended that you select this check box unless you are using more than one site.	Cleared
Open the Attributes dialog after form parts are inserted	If you select this check box, the Attributes dialog opens immediately after a form part is created. Homepage Builder offers this option because you need to specify attributes for most of the form parts.	Selected
Display the opening dialog at startup	Displays the Welcome to WebSphere Homepage Builder dialog every time Homepage Builder starts.	Selected
Delete cell contents when a table is deleted	If you clear this check box, the contents of the cells are not deleted when you delete a table, a row, or a cell.	Selected
Create a paragraph with the Enter key	If you select this check box, you can create a paragraph by pressing the Enter key. If this check box is cleared, a line break occurs when the Enter key is pressed.	Cleared
Format HTML source automatically	If you select this check box, the source file is formatted automatically when you open an HTML file or an external style sheet file. If you want to keep the original indention of the source unchanged, clear this check box.	Cleared

Field	Description	Default value
Correct HTML syntax errors automatically	Specifies the action to be taken if an error is detected in the HTML file to be opened. If a fatal error is detected, you must first correct the error or you cannot edit the file in the page editing area. In general, leave this check box selected. If this check box is selected, you can select one of the following options: • **No warning:** Syntax errors are automatically corrected without any warning messages. • **Show warning message box:** Syntax errors are automatically corrected. A message box informs you of the error. If you clear this check box, you can select one of the following: • **Open an error correction dialog for any error:** A correction dialog is displayed for any type of error. A correction dialog shows the detailed information of the error and enables you to correct any fatal error. • **Open the error correction dialog only on fatal errors:** A correction dialog is displayed only if a fatal error is detected.	Selected (Show warning message box)
Delete the image or object in focus when text is entered	If you select this check box, the image or object in focus is deleted when you insert text. If you clear this check box, the image or object in focus is not deleted when you insert text. The text is inserted immediately after the image or object in focus.	Cleared
Insert a layout frame at the cursor position	If you select this check box and insert a layout frame, the tag that specifies the frame is inserted at the cursor position in the HTML file. If you clear this check box and insert a layout frame, the tag that specifies the frame is inserted at the top of the HTML file. Because you can specify the absolute position of a layout frame, the position of the tag does not affect its appearance. To avoid deleting a frame by mistake, it is recommended that you clear this check box and insert the tag at the top of the HTML file.	Cleared
Open the Attributes dialog with double-click	If you select this check box, you can open the Attributes dialog for an element by double-clicking it. If you clear this check box, an element you double-click is selected.	Cleared
Insert consecutive space characters with the Spacebar	In general, HTML does not allow you to insert consecutive space characters (the only exception is in preformatted text). To insert more than one space, you must use nonbreaking space characters. If you select this check box, you can insert nonbreaking space characters with the spacebar. If you clear this check box, you cannot insert more than one space with the spacebar; you must click **Insert --> Special Characters** on the menu bar and use the Insert Special Characters dialog.	Cleared

Field	Description	Default value
Open the Attributes dialog when a file is dropped	If you select this check box, the Attributes dialog opens when you drop a file onto the page editing area. If you clear this check box, the Attributes dialog will not open. If you click the **Cancel** button in the Attributes dialog, the file drop operation is also canceled. Not all file drop operations open the Attributes dialogs even if this check box is selected.	Cleared
Default background color	Specifies the default background color of a new page.	(Normal)
Default image map format	Specifies the initial format that an image map is to have when the Image Map Editor dialog is opened.	CSIM

Appearance tab

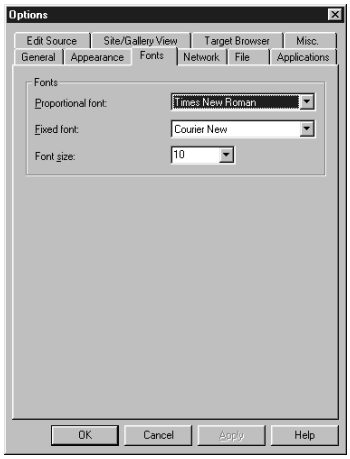
The **Appearance** tab is for specifying the appearance of the page editing area.



Field	Description	Default value
Editing symbols	Specifies whether you want to show or hide the following editing symbols: • **Show line-break symbols:** In HTML, a line break generally occurs automatically according to the screen width. To cause a line break explicitly, press the Enter key. If you select this check box, a line-break symbol is shown at the position where an explicit line break occurred. • **Show comment and script symbols:** If you select this check box, a symbol is shown for each of the comments, scripts, and unknown tags on the page.	Both check boxes are selected.

Field	Description	Default value
Object frames	Some HTML elements—such as paragraphs and forms—determine the characteristics of the text or the elements inside; they are not displayed by themselves. You can identify such an element only when it is focused and a focus frame appears around it. With this option, you can specify whether you want to show or hide the frames of such elements on the page editing area. • **None:** Does not display frames. • **Forms and tables:** Displays dotted lines showing the frame of a form and the invisible frame of a table, cell, or table caption. • **Forms, tables, and layout frames:** Displays dotted lines showing the frame of a form, the invisible frame of a table, cell, or table caption, and a layout frame. • **All:** Displays the frames of all the elements.	Forms, tables, and the layout frames
Status field	Specifies the items to be displayed on the status bar: • **Page title:** Displays the title of the current page. • **Page path:** Displays the full path of the current page. • **Tag hierarchy:** Displays the hierarchy of the tag at the cursor position. • **Base URL:** Displays the base URL of the current page. • **HTML tag:** Displays the HTML tag in focus.	Page path
Grid	Specifies a grid. A grid is useful when you arrange elements freely on the page editing area by using a layout frame or a cascading style sheet. • **Show:** Select this check box to display a grid. • **Color:** Specify the color of the grid. • **Interval:** Specify the interval of grid lines by pixels. • **Adjust layout frame to grid:** Select this check box if you want to align the top left corner of layout frames to the grid.	The **Show** check box is cleared. The **Adjust layout frame to grid** check box is selected.
Menu	Select this check box if you want to show menu items with the associated icons. If you change this option, the change will take effect when you restart Homepage Builder.	Selected

Fonts tab

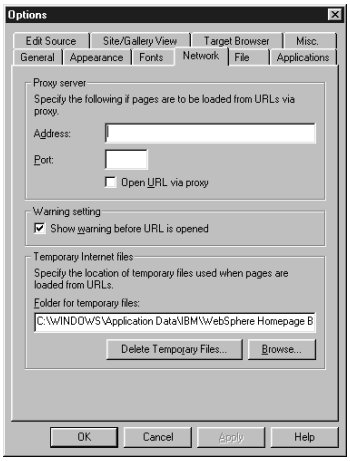


The **Fonts** tab enables you to specify the fonts used in the page editing area. Note that the specification of fonts here does not affect the appearance of the page on a browser. Each browser has its own font setting.

If the fonts used in the **Normal** tab differ greatly from those used in the **Preview** tab, you can set similar fonts here.

Field	Description	Default value
Proportional font	Specifies the font used for normal text and headings.	Times New Roman
Fixed font	Specifies the font used for monospace text (such as preformatted text).	Courier New
Font size	Specifies the font size.	10

Network tab



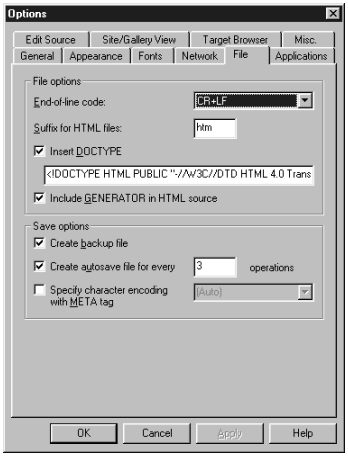
If you click **File --> Open URL** on the menu bar, Homepage Builder connects your PC with the external network and loads a file from a Web server on the network, using HTTP protocol. The **Network** tab enables you to set the proxy server and other Internet-related options.

Group	Field	Description
Proxy server	**Address**	Specifies the address of the HTTP proxy server. **Example:** www.proxy.xx.yy.com
	Port	Specifies the port number of the HTTP proxy. **Example:** 8080
	Open URL via proxy	To connect with the external network, you might need to specify the proxy server. To do so, select this check box and specify the address and the port number of the proxy.

Group	Field	Description
Warning setting	**Show warning before URL is opened**	Displays a warning message, if any is issued, when a file is loaded from a Web server on the network.
Temporary Internet files	**Folder for temporary files**	Specifies the folder that holds the temporary files used when a file is loaded from a Web server on the network through HTTP.
	Delete Temporary Files	Deletes all the files and folders in the folder for temporary files.

File tab

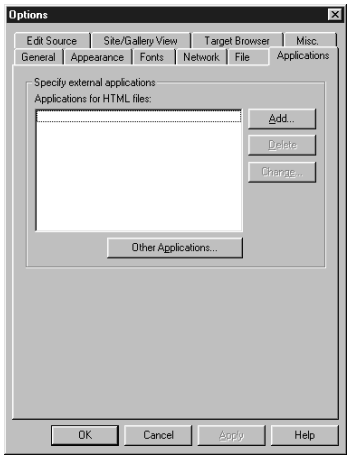
On the **File** tab, the **File options** group enables you to specify the end-of-line code and the suffix for HTML files. The **Save options** group enables you to specify options for saving files.



Group	Field	Description	Default value
File options	**End-of-line code**	Specifies the end-of-line code used when a file is saved. In general, LF is used for UNIX, and CR+LF is used for DOS, Windows, and OS/2.	CR+LF
	Suffix for HTML files	Specifies the default suffix for HTML files.	htm
	Insert DOCTYPE	Specifies the DOCTYPE to be used. Unless you have a special reason, you should not change the default setting.	Selected
	Include GENERATOR in HTML source	Specifies whether you want to insert the <META> tag with the *name="GENERATOR"* attribute when you create a file or load an existing file and save it after making changes.	Selected
Save options	**Create backup file**	If you select this check box, a backup file is created when you overwrite an existing file. The backup file is named *aaaa*.BAK, where *aaaa* is the name of the current file.	Selected
	Create autosave file for every *n* operations	If you select this check box, the current file is saved automatically on every *n* operations. You can specify the number of operations (*n*) in the field next to this check box.	Selected (*n = 3*)
	Specify character encoding with META tag	Specifies the character encoding. By specifying this option, you can ensure a browser can read your page properly.	Cleared

Applications tab

The **Applications** tab enables you to specify the external applications invoked from Homepage Builder.

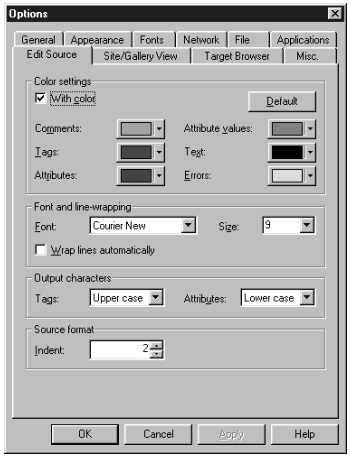


Group	Field	Description
Specify external applications	**Applications for HTML files**	Enables you to add, change, or delete HTML browsers. The names of the HTML browsers you have registered appear in the list box.
	Other Applications	Enables you to register an applet viewer, an image editor, and a text editor.

Edit Source tab

The **Edit Source** tab enables you to set options for the **HTML Source** tab in the page editing area.

If the check box for **Format HTML source automatically** on the **General** tab has been selected, the settings on the **Output characters** and the **Source format** groups are applied to the HTML sources of all open files. Otherwise, these settings take effect on subsequent editing. If you right-click on the **HTML Source** tab to show a pop-up menu, and then click **Format HTML Source**, the HTML source is formatted as specified here.

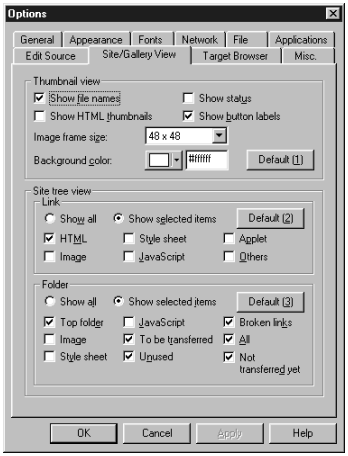


Group	Field	Description	Default value
Color settings	**With color**	Specifies whether you want to distinguish each HTML source element by color. If you select this check box, performance may be degraded. If the display speed of the **HTML Source** tab is slow, clear this check box.	Selected
	Comments	Specifies a color for comments.	Orange
	Tags	Specifies a color for tags.	Blue

Group	Field	Description	Default value
	Attributes	Specifies a color for attributes.	Purple
	Attribute values	Specifies a color for attribute values.	Red
	Text	Specifies a color for normal text.	Black
	Errors	Specifies a color for text that contains an error.	Green
Font and line-wrapping	**Font**	Specifies a font for use on the **HTML Source** tab.	Courier New
	Size	Specifies a size for the font used on the **HTML Source** tab.	9
	Wrap lines automatically	Specifies whether you want to wrap lines automatically according to the size of the window. If you select this check box, the scroll bar disappears, and you can see the entire source.	Cleared
Output characters	**Tags**	Specifies whether you want to use uppercase or lowercase letters for the tags. This option does not apply to the style sheet settings.	Uppercase
	Attributes	Specifies whether you want to use uppercase or lowercase letters for the tag attributes. Tag attributes here indicates, for example, `border` in `<TABLE border="1">`. This option does not apply to the style sheet settings.	Lowercase
Source format	**Indent**	Specifies the number of spaces to be indented. This option also applies to the style sheet settings.	2

Site/Gallery View tab

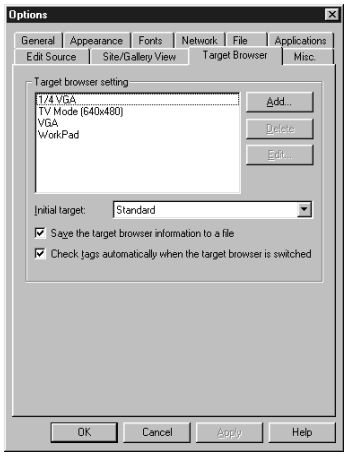
The **Site/Gallery View** tab enables you to set options for the Site/Gallery View.



Group	Description	Default value
Thumbnail view	Specifies the settings for the file list in thumbnail view. • **Show file names:** Select this check box if you want to display a file name under each thumbnail. • **Show HTML thumbnails:** Select this check box if you want to display not only image files but also HTML files by thumbnails. • **Show status:** Select this check box if you want to display the name of the folder or file selected on the **Gallery** tab. If the check box is selected, a field is added on the **Gallery** tab to display the status information. A message is displayed in this field when it takes time to search for files. • **Show button labels:** Specifies if you want to show button labels, such as View, Setup, and Insert. • **Image frame size:** Specifies the maximum size of thumbnails. An image that exceeds the specified size is displayed in this size. An image that is smaller than the specified size is displayed at actual size. • **Background color:** Specifies the background color of the area where materials are displayed on the **Gallery** tab.	 Selected Cleared Cleared Selected 48 x 48 #ffffff
Site tree view (Link)	Specifies the types of files displayed in the tree view area when the **Link** button is selected on the **Site** tab. • **Show all:** Displays all the files whose link relationships are managed by the Site/Gallery View. • **Show selected items:** Displays only the file categories that you have selected.	Show selected items (HTML)
Site tree view (Folder)	Specifies the types of files displayed in the tree view area when the **Folder** button is selected on the **Site** tab. • **Show all:** Displays all the file categories managed by the Site/Gallery View. • **Show selected items:** Displays only the file categories that you have selected.	Show selected items (Top folder, To be transferred, Unused, Broken link, All, and Not transferred yet)

Target Browser tab

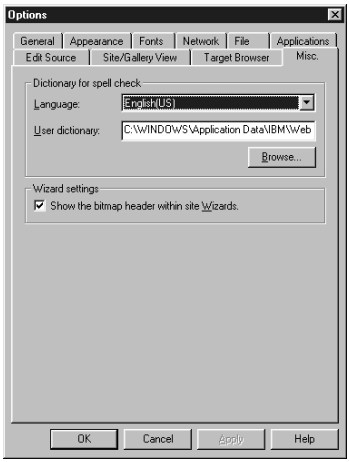
The **Target Browser** tab enables you to set the size of the page editing area and specify the options for tag check according to the target browser.



Field	Description	Default value
Target browser setting	A list of target browsers currently set is displayed. To add a browser, click the **Add** button. • **1/4 VGA:** Determines the size of the page editing area in accordance with the 1/4 VGA screen size. • **TV Mode (640x480):** Determines the size of the page editing area in accordance with the general screen size of TV-compliant browsers. • **VGA:** Determines the size of the page editing area in accordance with the VGA screen size. • **WorkPad:** Determines the size of the page editing area in accordance with the general screen size of WorkPad-compliant browsers.	
Initial target	Specifies the name of the default target browser. When you create a file, it is opened with the target browser setting specified by this option.	Standard
Save the target browser information to a file	If you select this check box, you can include the information on the selected target browser when you save a page.	Selected
Check tags automatically when the target browser is switched	If you select this check box, you can do a tag check whenever the target browser is switched. If a tag or an attribute not supported by the specified browser is detected, the Check Tags dialog is displayed.	Selected

Misc. tab

The **Misc.** tab enables you to set miscellaneous options.



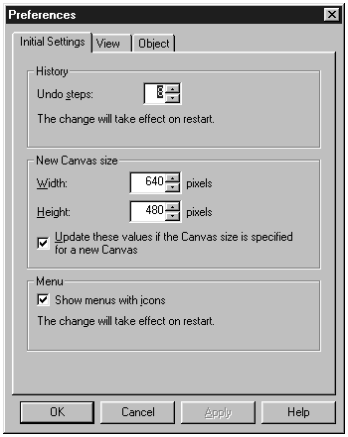
Group	Field	Description
Dictionary for spell check	**Language**	Specifies the language used for spelling check.
	User dictionary	Specifies the user dictionary used for spelling check.
Wizard settings	**Show the bitmap header within site Wizards**	If you select this check box, you can display bitmap headers in the site-related wizard dialogs.

Options for WebArt Designer

To set options for WebArt Designer, click **File --> Preferences** on the menu bar. The Preferences dialog opens.

Initial Settings tab

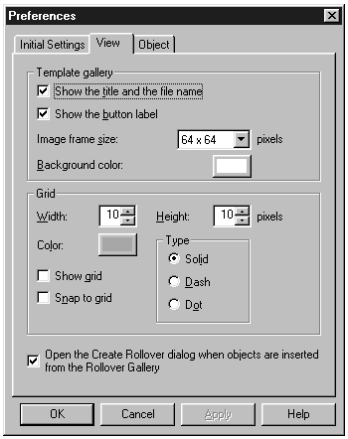
The **Initial Settings** tab enables you to set initial settings for WebArt Designer.



Group	Field	Description	Default value
History	**Undo steps**	Specifies how many steps you can cancel with the Undo operation. You can specify a value between 1 and 20.	8
New Canvas size	**Width**	Specifies the width of a new Canvas.	640 pixels
	Height	Specifies the height of a new Canvas.	480 pixels
	Update these values if the Canvas size is specified for a new Canvas	If you select this check box, the **Width** and **Height** field values in this dialog are updated when you create a new Canvas by clicking **File --> New Canvas with Specified Size** on the menu bar and specify the new Canvas size.	Selected
Menu	**Show menus with icons**	If you select this check box, you can display menu items with the related icons.	Selected

View tab

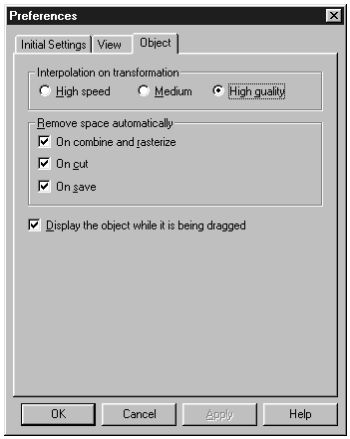
The **View** tab enables you to change the appearance of the WebArt Designer window.



Group	Field	Description	Default value
Template gallery	**Show the title and the file name**	If you select this check box, a title or a file name is shown for each image on the Template Gallery.	Selected
	Show the button label	If you select this check box, the labels for buttons are shown on the Template Gallery (for example, Gallery, Folder, Bookmark, Setup, and Insert).	Selected
	Image frame size	Specifies the maximum size of the images displayed on the Template Gallery. An image that exceeds the specified size is scaled down and displayed in this size. An image that is smaller than the specified size is displayed at actual size.	64 x 64 pixels
	Background color	Specifies the background color of the area where a list of files is displayed.	White
Grid	**Width**	Specifies the width of the grid intervals.	10 pixels
	Height	Specifies the height of the grid intervals.	10 pixels
	Color	Specifies the color of the grid.	Pink
	Type	Specifies the type of the grid—solid, dash, or dot.	Solid
	Show grid	To show a grid, select this check box.	Cleared
	Snap to grid	To align the position and the size of an object to the grid, select this check box.	Cleared
Open the Create Rollover dialog when objects are inserted from the Rollover Gallery		If you select this check box, the Create Rollover dialog appears automatically when you insert a sample rollover image on the Canvas.	Selected

Object tab

The **Object** tab enables you to set options for WebArt objects.



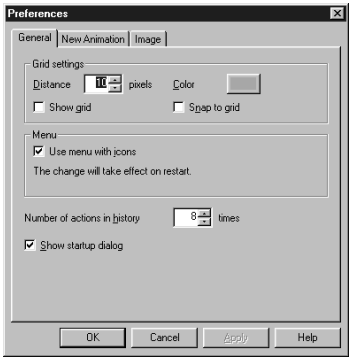
Group	Field	Description	Default value
Interpolation on transformation		Specifies how an image object is to be interpolated when it is enlarged, scaled down, or rotated. If you select **High speed**, the processing is fast but the image quality is degraded. If you select **High quality**, the image retains its quality but takes longer to process.	High quality
Remove space automatically	**On combine and rasterize**	If you select this check box, the extra space left when you convert an object into an image (by clicking **Object --> Combine** or **Object --> Rasterize** on the menu bar) is removed automatically.	Selected
	On cut	If you select this check box, the extra space left when you crop part of an image object using the Crop Tool dialog (**Tools --> Crop**) is removed automatically.	Selected
	On save	If you select this check box, the extra space left when you save an object using the Save wizard for Web is removed automatically.	Selected
Display the object while it is being dragged		If you select this check box and drag an object in order to move or resize it, the object is displayed during the drag operation. If this check box is cleared, only the object frame is moved or resized during the drag operation.	Selected

Options for Web Animator

To set options for Web Animator, click **File --> Preferences** on the menu bar. The Preferences dialog opens.

General tab

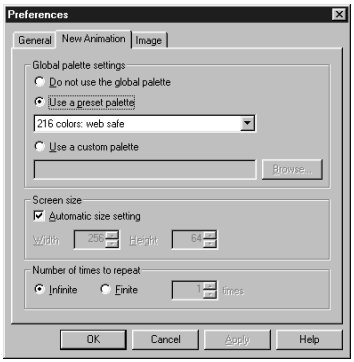
On the **General** tab, you can specify general settings for Web Animator.



Group	Field	Description	Default value
Grid settings	**Distance**	Specifies the interval of grid lines. (A grid is a set of horizontal and vertical lines displayed on the preview panel. It helps you position or resize an image.)	10 pixels
	Color	Specifies the color of the grid. Click the button and specify the color you want in the Color dialog.	Pink
	Show grid	To show a grid on the preview panel, select this check box. You can click **View --> Show Grid** on the menu bar to obtain the same result.	Cleared
	Snap to grid	If you select this check box, the edge of an image is automatically aligned to the grid when you move or resize it. You can click **View --> Snap to Grid** on the menu bar to obtain the same result.	Cleared
Menu	**Use menu with icons**	If you select this check box, menu items are shown with related icons.	Selected
Number of actions in history		Specifies how many steps you can cancel with the undo operation. You can specify a value between 1 and 20.	8
Show startup dialog		If you select this check box, the Startup dialog is displayed every time you start Web Animator.	Selected

New Animation tab

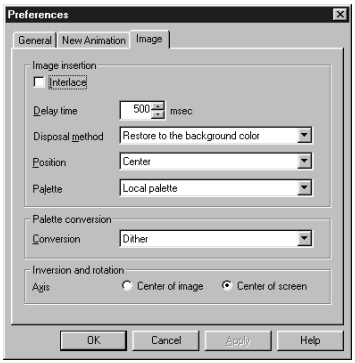
The **New Animation** tab enables you to specify the default options to be set when you create a new animation. You can change these settings in the Frame Properties (Attribute Frame) dialog.



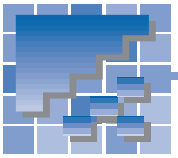
Group	Field	Description	Default value
Global palette settings		You can select one of the following: • **Do not use the global palette** • **Use a preset palette** • **Use a custom palette**	Use a preset palette (216 colors: web safe)
Screen size	**Automatic size setting**	If you select this check box, the size of the screen is adjusted automatically so that all the frames fit on the screen. If you clear this check box, you must specify the width and height of the screen.	Selected
	Width	Specifies the width of the screen when the **Automatic size setting** check box is cleared.	256 pixels
	Height	Specifies the height of the screen when the **Automatic size setting** check box is cleared.	64 pixels
Number of times to repeat		Specifies the repetition of an animation. If you want to play an animation infinitely, select **Infinite**. If you want to stop the animation after the specified number of repetitions, select **Finite** and then specify the repetition count.	Infinite

Image tab

The **Image** tab enables you to set options for image frames.



Group	Field	Description	Default value
Image insertion	**Interlace**	Specifies if you want to have an image interlaced when you insert it into an animation. On slower connections, an interlaced image will load at a lower resolution, and then increasingly improve resolution.	Cleared
	Delay time	Specifies how long an image (image frame) is to be displayed, in milliseconds (1/1000 sec). A value of less than 10 milliseconds will be rounded off. (Example: 1234 msec --> 1230 msec). It is recommended that you specify a value in the unit of about 50 milliseconds. Even if you specify a value more minutely, the image might not be displayed as you intend to.	500 milliseconds
	Disposal method	Specifies how to erase an image when an image frame is replaced by the next one.	Restore to the background color
	Position	Specifies where to position the image inserted if it is smaller or larger than the screen.	Center
	Palette	Specifies the type of palette to be used for the image inserted.	Local palette
Palette conversion	**Conversion method**	Specifies the method of palette conversion to be used when you have changed the palette of an image by inserting an image, changing the settings for a local (or global) palette, or editing a palette.	Dither
Inversion and rotation	**Axis**	Specifies the axis to be used for image inversion (**Edit --> Flip**) and rotation (**Edit --> Rotate**).	Center of screen



Appendix E. Troubleshooting

For troubleshooting, this section presents the answers to frequently asked questions (FAQs) and explains how to use online help.

Frequently asked questions (FAQs)

The following are frequently asked questions about Homepage Builder and their answers.

Installation

Q Why is it sometimes necessary to restart after installing Homepage Builder, and sometimes not?

A It depends on the version of the operating system and on the system environment. Restarting the system is required if the operating system is Windows 95, Windows 98, or Windows NT 4.0, and if Internet Explorer 5.0 is *not* installed.

Page creation

Q The **Preview** tab is not displayed.

A Usually such tabs as **Normal**, **HTML Source**, and **Preview** are displayed on the top of the page open in the Homepage Builder main window. If Internet Explorer 3.0 or later is not installed in your computer, however, the **Preview** tab is not displayed, because some functions of Internet Explorer are used for the preview function of Homepage Builder.

You can use the **Preview** tab with Internet Explorer 3.0. However, that version cannot correctly display pages that use such recent technologies as style sheets and dynamic HTML. To be able to display such pages, you should have Internet Explorer 4.0 or later installed.

Q How can I position text and images at any place I like?

A To position text and images freely on your page, you need to create an area called the *layout frame*. Position the layout frame wherever you like by using the drag operation or by defining a style, and then insert text or images in it. For details, see "Positioning text and images freely on your page" in Chapter 13.

Q The Wipe effect is not applied to the whole layout frame.

A If you have inserted elements into the layout frame that are bigger than the frame itself, the Wipe effect may not be applied to the whole layout frame. To make sure that the effect is applied as desired, specify the size of the layout frame, as follows:

1. Display the Attributes dialog for the layout frame.
2. In the **Minimum size** group, click the **Adjust** button.
3. Click the **OK** button.

Q Why are layout frames displayed differently on different Web browsers?

A Layout frames are realized by using the technology of cascading style sheets (CSS). Therefore, Web browsers that do not support CSS, such as Netscape Navigator 3.0, Internet Explorer 3.0, and older versions, cannot display layout frames correctly. Moreover, Netscape Navigator 4.0 cannot display background colors and background images in layout frames.

Images

Q I cannot edit the sample images.

A Because the sample images are read-only, you cannot edit them. If you want to edit them, you must remove the read-only attribute by copying them into another folder or by pasting them into the page you are editing with Homepage Builder.

Q Are there any restrictions on the use of sample images?

A Homepage Builder offers sample images such as clip art. If you use Homepage Builder while observing the conditions stated in the *Homepage Builder License Information*, you can distribute or upload the pages you have created with Homepage Builder, even if they include sample images. You cannot distribute or upload the sample images themselves, however.

I cannot apply the rollover effect to the image on the page being edited.

If any value is specified in the *name* attribute of the <IMG> tag, you cannot set the rollover effect. You must delete the specified value of the *name* attribute, as follows, before setting the rollover effect:

1. Select the image, and then click **Edit --> Attributes** on the menu bar.
2. Click the **Others** tab of the Attributes dialog.
3. Delete the value specified in **NAME**, and then click the **OK** button.

Style sheets

I cannot edit the sample style sheet files.

Because the sample style sheet files are read-only, you cannot edit them. If you want to edit them, you must remove the read-only attribute by copying them into another folder. Or, if you paste one of these files into the page you are editing with Homepage Builder, you can edit it after you save the page.

Site

How can I use existing pages in creating a site?

See Chapter 4 of this User's Guide, which describes how to create a site by using existing pages.

Upload

Q I cannot upload my pages. (I cannot connect to the server.)

A The following are the two most likely causes. (Contact your provider on anything that is unclear.)

1. **You have specified an incorrect server name, user ID, or password.** You might have specified a wrong server—for example, a server for the Web browser's network connection or an e-mail server. Check the guide furnished by your provider, and specify the correct server name, user ID, and password of the server that manages Web pages.
2. **You have specified an incorrect destination folder.** Be sure to type the destination folder name as instructed by the provider. For example, if you have been instructed to place your data in public_html, type `public_html` in the **Destination folder** field (do not precede the folder name with a slash). If you have been instructed to place your data in /home/username, type `/home/username`.

Q Although I uploaded image files to the server, I cannot view the images on Web browsers.

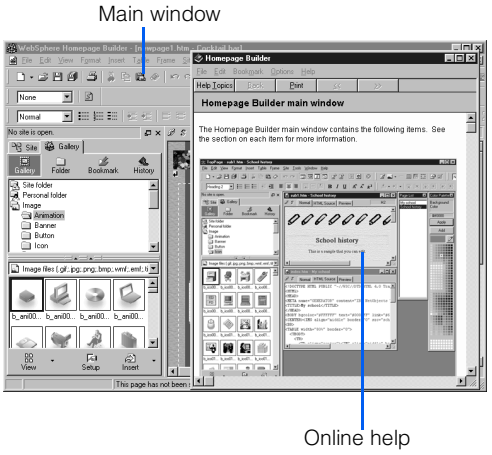
A The following are the two most likely causes:

1. **Uppercase and lowercase letters are mixed in the names of those files.** Although your local computer does not distinguish between uppercase and lowercase letters, the server computer does, because the operating system of your local computer is different from that of the server computer. For example, if you use lowercase letters for image file names specified in HTML files and uppercase letters for the names of actual image files, you cannot view the images on Web browsers.
2. **The image files are not in a correct folder on the server.** Some providers prohibit the creation of subfolders. If your provider is one of them, you cannot create a subfolder on the provider's server even if you have all the image files saved in a subfolder on your local computer. In such a case, move the image files from the subfolder to the top folder by dragging them on the **Site** tab. For instructions, see page 129.

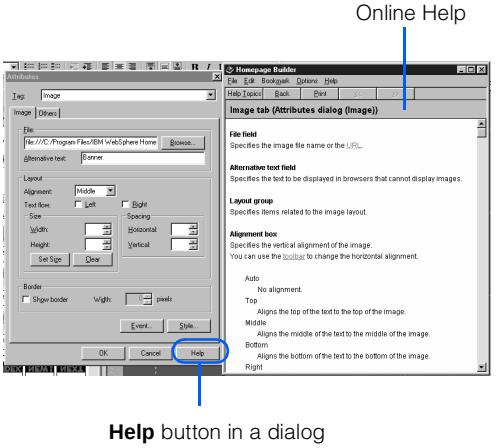
Using online help

This User's Guide describes typical ways of using Homepage Builder. It does not cover the details of all of Homepage Builder's functions. If you want to know details, consult the online help first. To display the online help, do either of the following:

- To display the online help for the main window, press the F1 key.



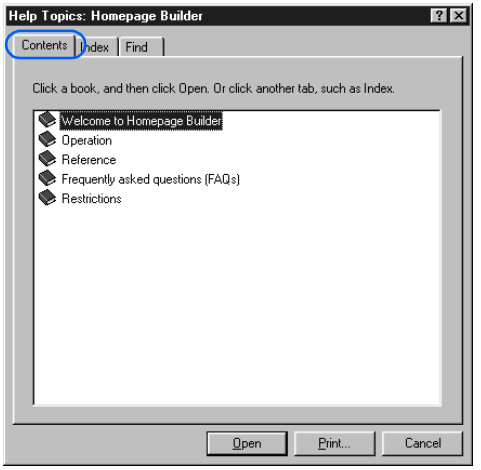
- To display the online help for any dialog, click the **Help** button in the dialog.



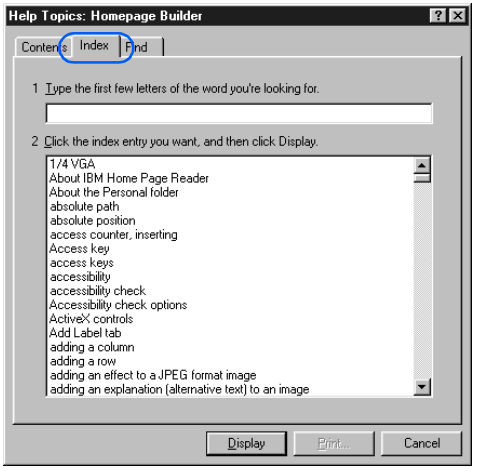
Help button in a dialog

The online help contains many topics. To search for a topic, do the following:

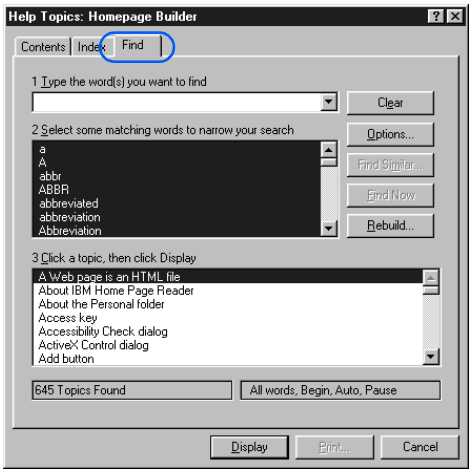
1. Click **Help --> Help Topics** on the menu bar. The Help Topics dialog appears.
2. To find a topic in the table of contents, click the **Contents** tab. To enter a keyword and find all the topics related to it, click the **Index** tab.
3. Follow the instructions on each tab, and display the topics you need.



Contents tab



Index tab


Help Topics: Homepage Builder
Contents
Index
Find
1 Type the word(s) you want to find
Clear
2 Select some matching words to narrow your search
Options...
a
A
abbr
ABBR
abbreviated
abbreviation
Abbreviation
Find Similar...
Find Now
Rebuild...
3 Click a topic, then click Display
A Web page is an HTML file
About IBM Home Page Reader
About the Personal folder
Access key
Accessibility Check dialog
ActiveX Control dialog
Add button
645 Topics Found
All words, Begin, Auto, Pause
Display
Print...
Cancel

Find tab

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Glossary

A

accessibility

Usability of Web pages for persons with disabilities.

access counter

A CGI program that counts the number of times a page has been accessed. Although Homepage Builder does not offer a function for creating an access counter, it offers a function for inserting an existing access counter.

animated GIF

A GIF image that consists of multiple images. It can be included in Web pages in the same way as other images. Web Animator, one of the accessory tools provided by Homepage Builder, assists you in creating animated GIF files.

attribute

A parameter that you can specify in an HTML tag. For example, the <TABLE> tag has such attributes as *width* and *align*; the <IMG> tag has such attributes as *height* and *border*.

When you work with elements while using Homepage Builder, you first create or insert an element and then change its attributes. For example, when you work with a table, you first create a table and then change its width or its alignment. When you insert an image, you first insert the generic image, and then you change its height or its border.

B

button

A button-like figure with an effect, which you can create by use of WebArt Designer.

C

CGI program

A program for exchanging data between a client and a server. It is generally written in Perl or C language. A CGI program is often used when a server receives information—for example, questionnaires or orders—entered in a Web browser, and then processes it. Although Homepage Builder enables you to insert existing CGI programs into your pages, it does not offer a function for creating CGI programs.

class

A method for defining styles. You can apply a single class to different tags.

Clipboard

An internal area where content that has been cut or copied is temporarily saved. Because the content in the Clipboard is not replaced until the next time you cut or copy something, you can paste the same content multiple times.

D

download

The transfer of files from the server to your computer.

dynamic HTML

A technology for making lively Web pages with your HTML file only, with no need to prepare a separate image file or to write a program in another file.

Only Netscape Navigator 4.0 or later and Microsoft Internet Explorer 4.0 or later support dynamic HTML.

E

event

A phenomenon such as movement of the mouse pointer over a paragraph or movement of the mouse pointer out of a paragraph. To make a program run when a certain event occurs is called to *set an event*.

F

file upload setting

A collection of information you need for access to the server—the server name, the user ID, the password, and the destination folder.

form

An interactive form, such as a questionnaire or an order form. Visitors to your Web site can fill in the blanks and enter responses to multiple choices within the form. Although a CGI program is required for processing the form, Homepage Builder does not offer a function for creating a CGI program.

frame function

A function that enables you to split a Web browser window into several frames and display a different page in each frame. The frame function needs pages within the frames and a single frame-setting page, which contains the <FRAMESET> tag and the <FRAME> tags.

FTP (File Transfer Protocol)

In TCP/IP, an application protocol used for transferring files to and from host computers. By extension, an application that enables you to transfer files is also called *FTP*. By using an FTP application, you can upload the files that compose your pages from your computer through the Internet to the server.

Both Homepage Builder and File Transfer, one of the accessory tools provided by Homepage Builder, offer the FTP function. To upload files by the site or by the page, use the FTP function of Homepage Builder. To upload files by the file, use the FTP function of File Transfer.

H

HTML (Hyper Text Markup Language)

The markup language used for Web pages. HTML consists of *tags* such as <P>, <H1>, and <IMG>. The latest version of the HTML specification is HTML 4.0.

Homepage Builder enables you to create Web pages or a Web site as if you were creating documents with a word processor, even if you have no knowledge of HTML. Tags need not concern you, because the required tags are automatically embedded into the document.

HTML file

A file format used for Web pages, which has the file extension of .htm or .html. The two types of file extensions (.htm and .html) both are treated as HTML files, but some providers allows only one of them. Therefore, before you start creating Web pages, be sure to check with the provider which file extension is recommended. (This User's Guide assumes that .htm is being used.) Because an HTML file is a plain text file, you can open and edit it with a text editor.

I

image

Digital data such as photographs, illustrations, and animations. Images in GIF, JPEG, and PNG formats are used for Web pages. When you paste an image in any other format (for example, BMP or TIFF) into the Homepage Builder page editing area, the image is automatically converted into GIF or JPEG format.

image map

An image that has multiple links. It is also called a *clickable map*. There are two types of image map:

- **client-side image map**
  An image map that can be processed on the client (Web browser) side. Because HTML tags for this image map are embedded directly in an HTML file, you can easily use and manage this type of image map.

- **server-side image map**
  An image map that should be processed on the server (your provider's server) side. To use this image map, you must create an image map file in addition to an HTML file. There are two formats of server side image maps: NCSA and CERN, depending on the application the server uses for image maps.

installation

The insertion of a program on a personal computer to make it available for use.

Internet

The worldwide collection of networks that connects an enormous number of computers and enables them to communicate with one another.

Before the Internet had spread widely, organizations such as companies and schools established their own communication network for information processing—to distribute documents, to get access to databases, and to train students. The Internet extends this concept. It connects individual networks to establish a "network of networks," which encompasses a worldwide range of communication networks.

You can use the Internet for various purposes, such as exchanging e-mail (text messages and computer files), viewing Web pages, and presenting your own Web pages.

J

Java applet

A program written in the Java language. Homepage Builder does not offer you a function for creating your own Java applets, but it provides many sample Java applets. By changing the parameters (the options that are passed to the program) of an applet, you can change the background, the behavior, and the text to be displayed.

JavaScript

A program written in the JavaScript language. Such technologies as dynamic HTML and events use JavaScript.

L

layout frame

A rectangular area you can create in any position you like within a page. The layout frames use the style sheets. Some Web browsers refer to layout frames as *layers*.

link

A function to enable a user to jump from one Web page to another. For example, if you display one Web page on a Web browser, and then click text or an image containing a link, you can view the Web page to which that link applies. The place you jump from is called the *link source*; text or an image can be a link source. The place you arrive at is called the *link destination*; a file, a label, or a URL can be a link destination.

logo

An image you can create by applying an effect to a text string with Homepage Builder or WebArt Designer.

M

material

An image file, sound file, Java applet, script file, or style sheet file referred to from an HTML file.

menu bar

A bar placed on the top of the main window that contains menus such as **File** and **Edit**. You can generally access all the functions of each Windows application from the menu bar.

O

object

In WebArt Designer, the unit of original material. There are the following types of objects:

- Logo—text with an effect.
- Button—a button-like figure with an effect.
- Photo frame—a frame that decorates the border of a photographic image.
- Clip art—a Windows metafile, which can retain quality better than an image object when it is resized.
- Image—all images other than the preceding four types of objects. All the image files created by software other than WebArt Designer are object of this type.

Among these five types of objects, the logo, button, and photo frame objects can be created only by WebArt Designer.

P

page

A group consisting of one HTML file and other files referred to from that HTML file. For a Web browser, a page is a unit of display. For Homepage Builder, a page is a unit of editing.

page upload

The process of uploading all the files included in a page in a single operation.

pixel

A small square colored dot. It is often used as a unit for defining display resolution or image size. HTML often uses it as a unit for defining element size.

plug-in object

Sound data (*.wav; *.mid; *.au) or multimedia data (Shockwave, VRML) that you can play back on a Web browser. It is called a *plug-in object*, because you must add a plug-in application to your Web browser to play it back.

provider

A business that supplies Internet connectivity services to individuals, businesses, and other organizations. It is formally called an *Internet service provider (ISP)*.

After you make a contract with a provider, your personal computer can get access to the Internet by making a phone call, or dialing up, to one of the access points specified by the provider. Once your computer obtains access, you can view Web pages on a Web browser or transfer the Web pages you created on your computer to the server.

R

rollover effect

An effect by which an image in a Web page is replaced with another image when you place the mouse pointer over it, and then the original image returns when you move the mouse pointer away. The rollover effect is realized by the two image files and a JavaScript program that controls them.

S

server

A computer owned by the provider. To upload your pages, you must access the server. Homepage Builder maintains the information you need for access to the server (for example, the server name, the user ID, the password, and the destination folder) as "file upload settings." After you have specified this information, you can easily send files every time you update them by using the registered settings.

site

Generally, the location on the server where all the files that compose a set of Web pages are stored; in Homepage Builder, a virtual site in your computer. A virtual site is managed as a single folder that includes all the files that compose a set of your pages. The advantage of a virtual site is that your computer and the provider's server have identical sets of files. After you create a virtual site in your computer, Homepage Builder manages file updates for you. When you upload files, Homepage Builder determines which files have been updated since the last upload, and sends only the updated files.

site folder

A folder in your computer that includes all the files that compose a set of your pages. It is also called a *top folder*.

site upload

The process of uploading all the files in a virtual site in a single operation.

style

Specifications of appearance or layout, such as typeface, font size, color, line pitch, and margin.

style sheet

A standard for controlling Web page styles, formally called a *cascading style sheet (CSS)*. CSS was advocated in 1996 by an organization named World Wide Web Consortium (W3C). Homepage Builder complies with the CSS specification.

A style sheet defines the style, or appearance, of a Web page. A style sheet enables you to achieve elaborate designs, like those you see in some magazines, right on your Web pages.

You can write a style sheet in one of the following ways:

- Specifying the style in your HTML file.
- Creating a style sheet file and setting a link from your HTML file to the file.

subpage

A page linked from a top page. If a site has a hierarchical structure, all the pages other than a single top page are subpages.

T

tag

Descriptions, surrounded by < >, that identify document elements in HTML. For example, the tag <P> indicates a paragraph, <H1> indicates a heading, and <IMG> indicates an image. A slash is added to the tag to indicate the end of the element it applies to. The end of a heading, for example, is tagged with </H1>.

target

One attribute of a link (the <A> tag). If you have divided a page into multiple frames, you can cause the link destination page to appear in another frame by specifying a value for the *target* attribute in the link source.

template

A page that consists of the optimum combination of elements. For those users who have difficulty in creating Web pages from scratch, Homepage Builder provides many templates for many categories.

top page

The entry page for each Web site. Because this page often serves as an index, it is typically named "index.htm." (The file name of your top page might be predefined by your provider, so be sure to ask your provider what file name to use.)

To jump from a top page to subpages, use a link function.

transfer

The sending of files that compose Web pages to the server (the computer owned by the provider) through network lines.

U

upload

The transfer of files from your computer to the server.

URL (Uniform Resource Locator)

The unique address of a Web page. It consists of alphabetical characters, such as "http://www.ibm.com/". It is used by Web browsers to identify and locate Internet resources. If you are using Internet Explorer, type the URL in the **Address** field; if you are using Netscape Navigator, type the URL in the **Location** field.

A URL consists of several parts. For example, http://www.ibm.com/software/webservers/hpbuilder/ consists of the protocol to be used in accessing a Web page (http), the name of the server on which the Web page resides (www.ibm.com), the path to

the Web page (/software/webservers/hpbuilder/), and, optionally, the file name.

W

wallpaper

An image file pasted on the background of a page.

WebArt Designer

One of the accessory tools provided by Homepage Builder. It assists you in creating and editing images. By using this tool, you can easily create logos and buttons for your Web pages. The Homepage Builder main program also enables you to edit GIF or JPEG images, but WebArt Designer offers you a richer set of functions.

Web Animator

One of the accessory tools provided by Homepage Builder. Web Animator assists you in creating animated GIF files.

Web browser

An application that enables you to view Web pages. It is also called a *WWW browser* or just a *browser*. Microsoft's Internet Explorer and Netscape's Netscape Navigator are among the best known Web browsers.

wizard

A user interface that enables you to do tasks step by step. You just need to select something or answer the question, and then click the **Next** button. Wizards are often used in Windows software, because they allow you to do tasks quickly and accurately.

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